

FEDERAL OFFSET USER MANUAL

Department of Education

Student Financial Assistance Loan Programs

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FEDERAL OFFSET

SECTION 1. INTRODUCTION**1.1. INTRODUCING FEDERAL OFFSET**

The Federal Offset Subsystem within the Debt Management and Collections System (DMCS) provides on-line access to information about accounts and account owners (subagencies) currently in the Federal Offset process.

The Department of Education (ED) determines user authorization for accessing, viewing, and managing account and subagency information. There are three Federal Offset screens:

- o I100 - Federal Offset Account Information Screen
- o I110 - Federal Offset Subagency File Maintenance Screen
- o I120 - Federal Offset Special Assignment Maintenance Screen

View-only users can look up account and related debt information through screen I100. Through this same screen, Super Users can manage offset accounts by removing an account or specific account debt from offset status.

Screen I110 provides view-only users access to subagency address, telephone numbers, guaranty agency (GA) code, and tape density. Through I110, Super Users can add and maintain subagency and local code information including name, address, telephone numbers, GA code, and tape density. Local codes are used by subagencies with multiple locations.

Through screen I120, view-only users can display information on the status of accounts requested through the GA Special Assignment process. Super Users can approve a GA reason for non-assignment of an account.

1.2. REFERENCES

- o Contract #PM920010-01
- o Task Order #13, Module 1
- o Task Order #32
- o GPCC #970198

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- o Task Order #43 and Task Order #26, Module 4
- o GPCC #010210

1.3. USING THIS MANUAL

1.3.1. Structure

This document is organized as follows:

| | |
|------------|---|
| Section 1 | This section introduces three Federal Offset screens, explains how the keyboard functions, and how to access the screens. |
| Section 2 | This section provides detailed instructions for using the screens. |
| Appendix A | This section is an alphabetical listing of error messages and resolutions/explanations. |
| Appendix B | This section provides GA codes for the United States and foreign countries. |
| Appendix C | This section includes a current copy of the Integrated Data Dictionary (IDD) Record Report. The IDD contains field names, descriptions, values and data base sources. |

1.3.2. Keyboard Notes

In addition to the standard keys, the following **[PF]** keys have functions specific to this subsystem.

| | |
|--------------|---|
| [PF3] | DMCS MAIN MENU. Use this key to return to the main system menu. Note: The menu displayed depends on user authorization. |
| [PF4] | This key cancels updates the user has entered in the I110 and I120 Screens. |
| [PF5] | In screen I100, use this key to display information on ED-held certified debts or the individual's account status information, and to change the removal reason. In Screens I100 and I110, use this key to make further changes to the information entered on the screen. |

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- [PF6]** This key cancels updates the user has entered in the I100 Screen.
- [PF7]** Use this key in Screen I100 to display offsets for Guaranty Agency certified accounts, beginning with process year 2000.
- [PF8]** SCROLLING: Use this key in Screen I100 to scroll forward through the individual's debt information. It functions only when there are more than four debts.
- [PF9]** SCROLLING: Use this key in Screen I100 to move forward through historical information to a more recent year. For example, it enables the user to view 1996 information when the screen displays 1995 information.
- [PF10]** SCROLLING: Use this key in Screen I100 to move backward through historical information to an earlier year. For example, it enables the user to view 1996 information when the screen displays 1997 information.
- [PF11]** Use this key in Screen I100 to display reversals for Guaranty Agency certified accounts, beginning with process year 2000.
- [PF12]** DMCS MAIN MENU: Use this key to return to the main system menu. Note: The menu displayed depends on user authorization.
- [PF13]** Use this key to access the I100 Screen from I110 and I120.
- [PF14]** Use this key to access the I110 Screen from I100 and I120.
- [PF15 - 17]** No current function.
- [PF18]** Use this key to access the I100 Screen from the Super User Main Menu.
- [PF19]** Use this key to access the I110 screen from the Super User Main Menu.
- [PF20 - 24]** No current function.

1.4. ON-LINE STRUCTURE

1.4.1. Federal Offset Screen Functions

The **Federal Offset Account Info Screen (I100)**, **Federal Offset Subagency File Maintenance Screen (I110)**, and **Federal Offset Special Assignment Maintenance Screen (I120)**, are stand-alone functions accessible through selected main menus.

From the main menu, access Federal Offset screens by keying any letter next to one of the Federal Offset screen titles, by entering the valid transaction ID (TRANID) (I100, I110, or I120) between the parentheses in the upper left corner of the screen, or by pressing the designated **[PF]** key to access appropriate screen. For example, press **[PF19]** to access the Federal Offset Subagency File Maintenance Screen from the Super User Menu. The **[PF]** key to be pressed depends on the menu the user accesses.

1.4.2. Accessing Other Screens

After completing a desired function, the user may continue with the current screen, transfer to another screen, or exit the system.

- o To continue using the currently accessed screen, key the required access fields and/or change the action code, and press **[ENTER]**.
- o To transfer to another Federal Offset screen, key in the TRANID and press **[ENTER]**.
- o To transfer to another screen within a different subsystem, choose one of the following options:
 1. Key in the TRANID of the desired screen and press the **[ENTER]** key.
 2. Press **[PF3]** or **[PF12]** or key the TRANID "**L100**" to return to the initial menu.

To select the subsystem menu that contains the desired screen, key any letter next to the desired menu and press the **[ENTER]** key.

After the subsystem menu appears, access the desired screen by choosing one of the following options:

FEDERAL OFFSET

- Press the **[PF]** key associated with the screen.
- Key the TRANID of the desired screen and press **[ENTER]**.
- Key any letter next to the desired screen title and press **[ENTER]**.

1.4.3. Logging Off

To exit the system, press **[CLEAR]**. When "LOGOFF" appears at the top of the screen, press the **[ENTER]** key. Note: The user may key the TRANID "**L100**" over "LOGOFF" and press the **[ENTER]** key to return to the main menu.

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FEDERAL OFFSET

SECTION 2. FEDERAL OFFSET OPTION**2.1. OPTION 1: I100 - FEDERAL OFFSET ACCOUNT INFO SCREEN**

The Federal Offset Account Info Screen provides access to status and debt information for accounts reported to Treasury for Federal Offset. It also allows removal of an account or debt from Federal Offset by users who have authorized access.

| | | | | | |
|---------------------------------------|--|------------------------------------|--|--------------------|----------|
| (I100) | | FEDERAL OFFSET ACCOUNT INFO SCREEN | | ABC | MM/DD/YY |
| | | | | | HH:MM |
| | | FMS IND: ____ | | A/I: ____ | |
| ACCOUNT NUMBER: S999999999 | | SUBAGENCY: | | | |
| PROCESS YEAR: YYYY | | PHONE: | | | |
| ACTION: (A TO ACTIVATE ACCOUNT) | | | | | |
| (I TO INACTIVATE ACCOUNT) | | | | | |
| (D TO REMOVE A DEBT) | | | | | |
| SUBAGENCY SELECTIONS: | | | | | |
| NAME: | | | | | |
| DEBT NUMBER: | | CERTIFICATION IND: | | | |
| TOP ORIGINAL BALANCE: | | TOP CURRENT BALANCE: | | | |
| LAST DECREASE DATE: | | DECREASE AMOUNT: | | | |
| LAST INCREASE DATE: | | INCREASE AMOUNT: | | | |
| REPLACEMENT DATE: | | REPLACEMENT AMOUNT: | | | |
| REFUND DATE: | | ED/GA REFUND AMOUNT: | | | |
| REVERSAL DATE: | | TOP REVERSAL AMOUNT: | | | |
| OFFSET DATE: | | PROCESS DATE: | | TOP OFFSET AMOUNT: | |
| ENTER ACCOUNT NUMBER AND PROCESS YEAR | | | | | |

Actual screen content and available options are determined by user authorization. For view-only access, the ACTION field and action key are not displayed.

FEDERAL OFFSET OPTIONS

2.1.1. View an Account

Users that have view-only status can access only the ACCOUNT NUMBER and PROCESS YEAR fields. Super Users can access the ACTION field.

1. Key the account number (Social Security Number) in the ACCOUNT field using the appropriate prefix ("E" or "S") followed by nine numbers. An "S" is displayed on the screen automatically as the first character of the account number. If the account number begins with an "E", key an "E" over the "S".
2. Key the processing year. If no year is entered, this screen displays information pertinent to the most recent processing year for which pre-certification account selection has taken place.
3. If the ACTION field appears on the screen, leave the field blank to view an account.

| | | | |
|---|------------------------------------|----------------------|-------------------|
| (I100) | FEDERAL OFFSET ACCOUNT INFO SCREEN | ABC | MM/DD/YY HH:MM |
| ACCOUNT NUMBER: S999999999 SUBAGENCY: | | | |
| PROCESS YEAR: YYYY LOCAL CODE: 000 PHONE: | | | |
| ACTION: (A TO ACTIVATE ACCOUNT) | | | |
| (I TO INACTIVATE ACCOUNT) | | | |
| (D TO REMOVE A DEBT) SUBAGENCY SELECTIONS: | | | |
| NAME: | | | |
| TOP ORIGINAL BALANCE: | | CERTIFICATION IND: | |
| | | TOP CURRENT BALANCE: | |
| LAST PAYMENT DATE (SINCE CERTIFICATION): | | PAYMENT AMOUNT: | |
| REFUND DATE: | | ED/GA REFUND AMOUNT: | |
| REVERSAL DATE: | | TOP REVERSAL AMOUNT: | |
| OFFSET DATE: | | PROCESS DATE: | |
| | | TOP OFFSET AMOUNT: | |
| 0 - ACCOUNT NOT SELECTED FOR PRE-CERTIFICATION | | | |
| PROCESSING | | | |
| PF10-LAST YEAR 3-EXIT | | | |
| PF13-I100 14-I110 | | | |

4. Press **[ENTER]**.

FEDERAL OFFSET

5. Information pertaining to the certifying agency (subagency) is displayed in the top right portion of the screen. Status information about the account is displayed on the lower half of the screen.

| | | | |
|---|------------------------------------|-----|-------------------|
| (I100) | FEDERAL OFFSET ACCOUNT INFO SCREEN | ABC | MM/DD/YY HH:MM |
| ACCOUNT NUMBER: S999999999 SUBAGENCY: 99 XXXXXXXXXXXXXXXXXXXXXXXXXX | | | |
| PROCESS YEAR: YYYY LOCAL CODE: 000 PHONE: (999) 999-9999 LOCAL | | | |
| ACTION: (A TO ACTIVATE ACCOUNT) (999) 999-9999 INSTATE | | | |
| (I TO INACTIVATE ACCOUNT) (999) 999-9999 NATIONWIDE | | | |
| (D TO REMOVE A DEBT) SUBAGENCY SELECTIONS: | | | |
| NAME: XX | | | |
| CERTIFICATION IND: X | | | |
| TOP ORIGINAL BALANCE: \$ 9,999.99 TOP CURRENT BALANCE:\$ 9,999.99 | | | |
| LAST PAYMENT DATE (SINCE CERTIFICATION):6/27/1989 PAYMENT AMOUNT: \$.00 | | | |
| REFUND DATE: ED/GA REFUND AMOUNT: \$.00 | | | |
| REVERSAL DATE: TOP REVERSAL AMOUNT: \$.00 | | | |
| OFFSET DATE: PROCESS DATE: TOP OFFSET AMOUNT: \$.00 | | | |
| 5 - CERTIFIED FOR OFFSET WITH TREASURY | | | |
| PF5-VIEW DEBTS 9-NEXT YEAR 3-EXIT | | | |
| PF13-I100 14-I110 | | | |

FEDERAL OFFSET OPTIONS

6. Press **[PF5]** to move between the display of status and information on affected debts held by ED. No debt information is available for debts held by a GA.

```

( I100 )          FEDERAL OFFSET ACCOUNT INFO SCREEN          ABC      MM/DD/YY
                                                           HH:MM

ACCOUNT NUMBER: S999999999      SUBAGENCY: 99 XXXXXXXXXXXXXXXXXXXXXXXX
PROCESS YEAR: YYYY              LOCAL CODE: 000  PHONE: (999) 999-9999 LOCAL
ACTION:      (A TO ACTIVATE ACCOUNT)      (999) 999-9999 INSTATE
           (I TO INACTIVATE ACCOUNT)      (999) 999-9999 NATIONWIDE
           (D TO REMOVE A DEBT)           SUBAGENCY SELECTIONS:

NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                                           CERTIFICATION IND: X
TOP ORIGINAL BALANCE: $ 9,999.99          TOP CURRENT BALANCE:$ 9,999.99

LAST PAYMENT DATE (SINCE CERTIFICATION):6/27/1989  PAYMENT AMOUNT:      $.00
REFUND DATE:                                     ED/GA REFUND AMOUNT:      $.00
REVERSAL DATE:                                   TOP REVERSAL AMOUNT:      $.00
OFFSET DATE:          PROCESS DATE:              TOP OFFSET AMOUNT:      $.00

                                     1 - G 9999999  $9,999.99  PRIMARY

PF5-VIEW DEBTS   9-NEXT YEAR   3-EXIT
PF13-I100  14-I110

```

Note: Press the **[PF8]** key to scroll additional debt information if there are more than five debts.

7. Press **[PF9]** to move forward through the historical information to a more recent year. For example, to view 1999 information when the screen displays 1998 information, press **[PF9]**.
8. Press **[PF10]** to move backward through the historical information to an earlier year. For example, to view 1998 information when the screen displays 1999 information, press **[PF10]**.
9. If an account (Social Security Number) is certified by more than one subagency, the user can view those other subagencies. Up to eight multiple subagencies are displayed in the SUBAGENCY SELECTIONS field.

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10. The subagency code associated with the information displayed is highlighted. Move the cursor to the desired subagency and press **[ENTER]**. That subagency's information on the borrower is displayed. No information can be keyed in this field.
11. Press **[PF7]** to display offset information for Guaranty Agency (GA) certified accounts, beginning with processing year 2000.

```

( I100 )          FEDERAL OFFSET ACCOUNT INFO SCREEN      ABC      MM/DD/YY
                                                           HH:MM
FMS IND:  _  A/I:  _
ACCOUNT NUMBER: S999999999      SUBAGENCY:
PROCESS YEAR: YYYY              PHONE:
ACTION:      (A TO ACTIVATE ACCOUNT)
              (I TO INACTIVATE ACCOUNT)
              (D TO REMOVE A DEBT)      SUBAGENCY SELECTIONS:

NAME:
DEBT NUMBER:
TOP ORIGINAL BALANCE:
LAST DECREASE DATE:
LAST INCREASE DATE:
REPLACEMENT DATE:
REFUND DATE:
REVERSAL DATE:
OFFSET DATE:

CERTIFICATION IND:
TOP CURRENT BALANCE:
DECREASE AMOUNT:
INCREASE AMOUNT:
REPLACEMENT AMOUNT:
ED/GA REFUND AMOUNT:
TOP REVERSAL AMOUNT:
TOP OFFSET AMOUNT:

CYCLE  EFFECTIVE DATE  PROCESS DATE  OFFSET AMOUNT
N NNNN MM/DD/YYYY    MM/DD/YYYY    $9,999.99

PF5-DEBTS  7-STATUS  11-REVERSALS  9-NEXT YEAR  10-LAST YEAR  3-EXIT
PF13-I100   14-I110   15-I120

```

FEDERAL OFFSET OPTIONS

12. Press **[PF11]** to display reversal information for GA certified accounts, beginning with processing year 2000.

```

( I100 )          FEDERAL OFFSET ACCOUNT INFO SCREEN      ABC      MM/DD/YY
                                                           HH:MM
                                FMS IND:  _  A/I:  _
ACCOUNT NUMBER: S999999999          SUBAGENCY:
PROCESS YEAR: YYYY                  PHONE:
ACTION:      (A TO ACTIVATE ACCOUNT)
              (I TO INACTIVATE ACCOUNT)
              (D TO REMOVE A DEBT)          SUBAGENCY SELECTIONS:

NAME:
DEBT NUMBER:                                CERTIFICATION IND:
TOP ORIGINAL BALANCE:                      TOP CURRENT BALANCE:
LAST DECREASE DATE:                        DECREASE AMOUNT:
LAST INCREASE DATE:                        INCREASE AMOUNT:
REPLACEMENT DATE:                          REPLACEMENT AMOUNT:
REFUND DATE:                               ED/GA REFUND AMOUNT:
REVERSAL DATE:                             TOP REVERSAL AMOUNT:
OFFSET DATE:                               PROCESS DATE:      TOP OFFSET AMOUNT:

                                CYCLE  EFFECTIVE DATE  PROCESS DATE  OFFSET AMOUNT
                                N NNNN  MM/DD/YYYY    MM/DD/YYYY    $9,999.99

9-NEXT YEAR      10-LAST YEAR      3-EXIT
PF13-I100        14-I110           15-I120

```

13. Press **[PF8]** to scroll additional offset or reversal records. If there are no records to display for a given GA account during the selected year, a message is displayed.
14. Offset and reversal information for ED certified accounts is available on the R103 Screen.

FEDERAL OFFSET

2.1.2. Inactivate an Account

Allows the user to change the Federal Offset indicator for the specified account to inactivate it from the Federal Offset process. Only users with update authority can access this function.

1. Key the account number (Social Security Number) in the ACCOUNT field using the appropriate prefix ("E" or "S") followed by nine numbers. An "S" is displayed on the screen automatically as the first character of the account number. If the account number begins with an "E", key an "E" over the "S".
2. Key the processing year. If no year is entered, the screen displays information pertinent to the most recent processing year that pre-certification account selection has taken place.
3. Key an "I" in the ACTION field.
4. Press **[ENTER]**.

| | | | |
|-----------------------------------|------------------------------------|--------------|-------------------|
| (I100) | FEDERAL OFFSET ACCOUNT INFO SCREEN | ABC | MM/DD/YY HH:MM |
| FMS IND: A/I: | | | |
| ACCOUNT NUMBER: S999999999 | SUBAGENCY: | | |
| PROCESS YEAR: YYYY | LOCAL CODE: 000 | PHONE: | |
| ACTION: I (A TO ACTIVATE ACCOUNT) | | | |
| (I TO INACTIVATE ACCOUNT) | | | |
| (D TO REMOVE A DEBT) | | | |
| SUBAGENCY SELECTIONS: | | | |
| NAME: | | | |
| TOP ORIGINAL BALANCE: | CERTIFICATION IND: X | | |
| LAST DECREASE DATE: | TOP CURRENT BALANCE: | | |
| LAST INCREASE DATE: | DECREASE AMOUNT: | | |
| REPLACEMENT DATE: | INCREASE AMOUNT: | | |
| REFUND DATE: | REPLACEMENT AMOUNT: | | |
| REVERSAL DATE: | ED/GA REFUND AMOUNT: | | |
| OFFSET DATE: | TOP REVERSAL AMOUNT: | | |
| PROCESS DATE: | TOP OFFSET AMOUNT: | | |
| CYCLE | EFFECTIVE DATE | PROCESS DATE | REVERSAL AMOUNT |
| N NNNN | MM/DD/YYYY | MM/DD/YYYY | \$9,999.99 |
| PF9-NEXT YEAR | 10-LAST YEAR | 3-EXIT | |
| PF13-I100 | 14-I110 | 15-I120 | |

FEDERAL OFFSET OPTIONS

5. The screen displays the account information.

```
( I100 )          FEDERAL OFFSET ACCOUNT INFO SCREEN          ABC      MM/DD/YY
                                          FMS IND:  A/I:          HH:MM
ACCOUNT NUMBER: S999999999 SUBAGENCY: 99 XXXXXXXXXXXXXXXXXXXXXXXX
PROCESS YEAR: YYYY          LOCAL CODE: 000  PHONE: (999) 999-9999 LOCAL
ACTION: I  (A TO ACTIVATE ACCOUNT)          (999) 999-9999 INSTATE
(I TO INACTIVATE ACCOUNT)          (999) 999-9999 NATIONWIDE
(D TO REMOVE A DEBT)          SUBAGENCY SELECTIONS:
NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
DEBT NUMBER: NNNNNNNNNNNN          CERTIFICATION IND: X
TOP ORIGINAL BALANCE: $ 9,999.99          TOP CURRENT BALANCE:$ 9,999.99
LAST DECREASE DATE:          DECREASE AMOUNT:$ .00
LAST INCREASE DATE:          INCREASE AMOUNT:$ .00
REPLACEMENT DATE:          REPLACEMENT AMOUNT:$ .00
REFUND DATE:          ED/GA REFUND AMOUNT:$ .00
REVERSAL DATE:          TOP REVERSAL AMOUNT:$ .00
OFFSET DATE:MM/DD/YYYY  PROCESS DATE:MM/DD/YYYY TOP OFFSET AMOUNT: $.00

                        6 - FEDERAL FUNDS HAVE BEEN OFFSET

PRESS ENTER TO CONFIRM INACTIVATE OR PF6 TO CANCEL
PF13-I100  14-I110 15 -I120
```

6. Press **[ENTER]** to confirm or **[PF6]** to cancel.

FEDERAL OFFSET

7. The screen displays the new account status.

```

( I100 )          FEDERAL OFFSET ACCOUNT INFO SCREEN          ABC      MM/DD/YY
                                      FMS IND:x  A/I:x          HH:MM
ACCOUNT NUMBER: S999999999          SUBAGENCY: 99 XXXXXXXXXXXXXXXXXXXXXXXX
PROCESS YEAR: YYYY                  PHONE: (999) 999-9999 LOCAL
ACTION:   (A TO ACTIVATE ACCOUNT)    (999) 999-9999 INSTATE
         (I TO INACTIVATE ACCOUNT)   (999) 999-9999 NATIONWIDE
         (D TO REMOVE A DEBT)        SUBAGENCY SELECTIONS:
NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
DEBT NUMBER: NNNNNNNNNNNN          CERTIFICATION IND: X
TOP ORIGINAL BALANCE: $ 9,999.99    TOP CURRENT BALANCE:$ 9,999.99
LAST DECREASE DATE:                 DECREASE AMOUNT:$.00
LAST INCREASE DATE:                INCREASE AMOUNT:$.00
REPLACEMENT DATE:                  REPLACEMENT AMOUNT:$.00
REFUND DATE:                       ED/GA REFUND AMOUNT:$.00
REVERSAL DATE:                     TOP REVERSAL AMOUNT:$.00
OFFSET DATE:MM/DD/YYYY  PROCESS DATE:MM/DD/YYYY TOP OFFSET AMOUNT: $.00

                                9 - inactive in top

PF5-DEBTS 7-OFFSETS   11-REVERSALS   9-NEXT YEAR   10-LAST YEAR   3-EXIT
PF13-I100  14-I110 15 -I120

```

8. Additionally, a record will be sent to Treasury to inactivate the account on ED's next Weekly Update tape.

FEDERAL OFFSET OPTIONS

2.1.3. Remove a Debt

Allows the user to change the Federal Offset indicator for a specified debt to remove it from the Federal Offset process. This can only be performed on ED-held accounts since debt-specific information is not provided on GA-held accounts. Only users with update authority can access this function.

1. Key the account number (Social Security Number) in the ACCOUNT field using the appropriate prefix ("E" or "S") followed by nine numbers. An "S" is displayed on the screen automatically as the first character of the account number. If the account number begins with an "E", key an "E" over the "S".
2. Key the processing year. If no year is entered, this screen displays information pertinent to the most recent processing year that pre-certification account selection has taken place.
3. Key a "D" in the ACTION field.
4. Press **[ENTER]**.

```

( I100 )          FEDERAL OFFSET ACCOUNT INFO SCREEN          ABC      MM/DD/YY
                                      HH:MM

ACCOUNT NUMBER: S 999999999  SUBAGENCY:
PROCESS YEAR: YYYY                      PHONE: (800) NNN-NNNN LOCAL
ACTION: D  (A TO ACTIVATE ACCOUNT)      (800) NNN-NNNN INSTATE IA
(I TO INACTIVATE ACCOUNT)              (800) NNN-NNNN NATIONWIDE
(D TO REMOVE A DEBT)                   SUBAGENCY SELECTIONS:
NAME:
DEBT NUMBER:                          CERTIFICATION IND:
TOP ORIGINAL BALANCE:                  TOP CURRENT BALANCE:
LAST DECREASE DATE:                   DECREASE AMOUNT:
LAST INCREASE DATE:                   INCREASE AMOUNT:
REPLACEMENT DATE:                     REPLACEMENT AMOUNT:
REFUND DATE:                          ED/GA REFUND AMOUNT:
REVERSAL DATE:                        TOP REVERSAL AMOUNT:
OFFSET DATE:                          PROCESS DATE:      TOP OFFSET AMOUNT:

                                9 - INACTIVE IN TOP

PF5-DEBTS      7-OFFSETS 11-REVERSALS 9-NEXT YEAR 10-LAST YEAR      3-EXIT
PF13-I100  14-I110    15-I120

```

FEDERAL OFFSET

5. The screen displays the debt IDs and amounts.
6. Remove a debt by keying its number in the ACTION field. Press **[ENTER]**.

| | | | |
|--|------------------------------------|--------------------------|----------|
| (I100) | FEDERAL OFFSET ACCOUNT INFO SCREEN | ABC | MM/DD/YY |
| | | | HH:MM |
| | FMS IND: Y | A/I: A | |
| ACCOUNT NUMBER: S999999999 | SUBAGENCY: 99 | XXXXXXXXXXXXXXXXXXXXXXX | |
| PROCESS YEAR: YYYY | PHONE: (999) 999-9999 | LOCAL | |
| ACTION: (A TO ACTIVATE ACCOUNT) | (999) 999-9999 | INSTATE | |
| (I TO INACTIVATE ACCOUNT) | (999) 999-9999 | NATIONWIDE | |
| (D TO REMOVE A DEBT) | SUBAGENCY SELECTIONS: | | |
| NAME: XX | | | |
| DEBT NUMBER: | CERTIFICATION IND: X | | |
| TOP ORIGINAL BALANCE: \$ 9,999.99 | TOP CURRENT BALANCE: \$ 9,999.99 | | |
| LAST DECREASE DATE: | DECREASE AMOUNT: | | |
| LAST INCREASE DATE: | INCREASE AMOUNT: | | |
| REPLACEMENT DATE: | REPLACEMENT AMOUNT: | | |
| REFUND DATE: | ED/GA REFUND AMOUNT: \$.00 | | |
| REVERSAL DATE: | TOP REVERSAL AMOUNT: \$.00 | | |
| OFFSET DATE: | PROCESS DATE: | TOP OFFSET AMOUNT: \$.00 | |
| 6 - FEDERAL FUNDS HAVE BEEN OFFSET | | | |
| PF13-I100 | 14-I110 | 15-I120 | |

7. Press **[ENTER]** to confirm or **[PF6]** to cancel.
8. The TOP CURRENT BALANCE will be reduced by the amount of the removed debt. Additionally, a record will be sent to Treasury on ED's next Weekly Update tape, at which time the LAST DECREASE DATE and the DECREASE AMOUNT will be updated.
9. Once the update is completed, the user may enter another account and action code.

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2.1.4. Activate an Account

Allows the user to activate a previously inactivated account. Only users with update authority can access this function.

1. Key the account number (Social Security Number) in the ACCOUNT field using the appropriate prefix ("E" or "S") followed by nine numbers. An "S" is displayed on the screen automatically as the first character of the account number. If the account number begins with an "E", key an "E" over the "S".
2. Key the processing year. If no year is entered, the screen displays information pertinent to the most recent processing year that pre-certification account selection has taken place.
3. Key an "A" in the ACTION field.
4. Press **[ENTER]**.

| | | | | | |
|---------------------------------|----------------------------|------------------------------------|-------------|--------------|----------|
| (I100) | | FEDERAL OFFSET ACCOUNT INFO SCREEN | | ABC | MM/DD/YY |
| | | | | | HH:MM |
| | | FMS IND: | A/I | | |
| ACCOUNT NUMBER: | SUBAGENCY: | | | | |
| PROCESS YEAR: | PHONE: (999)999-9999 LOCAL | | | | |
| ACTION: (A TO ACTIVATE ACCOUNT) | (999)999-9999 INSTATEIA | | | | |
| (I TO INACTIVATE ACCOUNT) | (999)999-9999 NATIONWIDE | | | | |
| (D TO REMOVE A DEBT) | SUBAGENCY SELECTIONS: | | | | |
| NAME: | | | | | |
| DEBT NUMBER: | CERTIFICATION IND: | | | | |
| TOP ORIGINAL BALANCE: | TOP CURRENT BALANCE: | | | | |
| LAST DECREASE DATE: | DECREASE AMOUNT: | | | | |
| LAST INCREASE DATE: | INCREASE AMOUNT: | | | | |
| REPLACEMENT DATE: | REPLACEMENT AMOUNT: | | | | |
| REFUND DATE: | ED/GA REFUND AMOUNT: | | | | |
| REVERSAL DATE: | TOP REVERSAL AMOUNT: | | | | |
| OFFSET DATE: PROCESS DATE: | TOP OFFSET AMOUNT: | | | | |
| 9 - INACTIVE IN TOP | | | | | |
| PF5-DEBTS | 7-OFFSETS | 11-REVERSALS | 9-NEXT YEAR | 10-LAST YEAR | 3-EXIT |
| PF13-I100 | 14-I110 | 15-I120 | | | |

FEDERAL OFFSET

5. Press **[ENTER]** to confirm or **[PF6]** to cancel.

```

( I100 )          FEDERAL OFFSET ACCOUNT INFO SCREEN          ABC      MM/DD/YY
                                                           HH:MM

                        FMS IND:          A/I:
ACCOUNT NUMBER:      SUBAGENCY:
PROCESS YEAR:        PHONE:(999)999-9999 LOCAL
ACTION: (A TO ACTIVATE ACCOUNT) (999)999-9999 INSTATEIA
(I TO INACTIVATE ACCOUNT) (999)999-9999 NATIONWIDE
(D TO REMOVE A DEBT)      SUBAGENCY SELECTIONS:
NAME:
DEBT NUMBER:          CERTIFICATION IND:
TOP ORIGINAL BALANCE:  TOP CURRENT BALANCE:
LAST DECREASE DATE:    DECREASE AMOUNT:
LAST INCREASE DATE:    INCREASE AMOUNT:
REPLACEMENT DATE:      REPLACEMENT AMOUNT:
REFUND DATE:           ED/GA REFUND AMOUNT:
REVERSAL DATE:         TOP REVERSAL AMOUNT:
OFFSET DATE: PROCESS DATE: TOP OFFSET AMOUNT:

                        9 - INACTIVE IN TOP

PRESS ENTER TO CONFIRM ACTIVATE OR FP6 TO CANCEL
PF13-I100  14-I110    15-I120

```

6. The screen displays the new account status.
7. The principal and interest of the certified debts are re-calculated and the amount is reflected in the TOP CURRENT BALANCE. Additionally, a record will be sent to treasury on ED's next Weekly Update tape, at which time the REPLACEMENT DATE and the REPLACEMENT AMOUNT will be updated.

FEDERAL OFFSET OPTIONS

```

( I100 )          FEDERAL OFFSET ACCOUNT INFO SCREEN          ABC      MM/DD/YY
                                                           HH:MM

                FMS IND:<1>      A/I <2>
ACCOUNT NUMBER: <3>          SUBAGENCY: <4>
PROCESS YEAR: <5>            PHONE: <6>
ACTION: <7> (A TO ACTIVATE ACCOUNT)
(I TO INACTIVATE ACCOUNT)
(D TO REMOVE A DEBT)          SUBAGENCY SELECTIONS: <8>
NAME: <9>
DEBT NUMBER:<10>
TOP ORIGINAL BALANCE: <12>          CERTIFICATION IND: <11>
LAST DECREASE DATE: <14>          TOP CURRENT BALANCE: <13>
LAST INCREASE DATE: <16>          DECREASE AMOUNT: <15>
REPLACEMENT DATE: <18>          INCREASE AMOUNT: <17>
REFUND DATE: <20>              REPLACEMENT AMOUNT: <19>
REVERSAL DATE: <22>            ED/GA REFUND AMOUNT: <21>
OFFSET DATE: <24> PROCESS DATE: <25> TOP REVERSAL AMOUNT: <23>
                                TOP OFFSET AMOUNT: <26>

                                <27>

ENTER ACCOUNT NUMBER AND PROCESS YEAR
PF13-I100  14-I110    15-I120

```

FIELD CONTENT - I100 - FEDERAL OFFSET ACCOUNT INFORMATION

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

| | <u>Field Name</u> | <u>Definition</u> |
|---|-------------------|--|
| 1 | FMS IND (D) | This one-character field is an indicator for FMS purposes only. The new TOP formats contain a field to indicate whether an account was previously certified by ED in the 2000 Process Years forward, and this indicator is used strictly by TOP programs for tracking purposes only. For the 2000 Process Years forward, TOP programs will systematically populate ED accounts with either a blank, an "A" (for Add), or a "Y" (for replace). For the 2001 Process Years forward, TOP programs will populate GA accounts with an "A" or a "Y". For all prior years, this field will be blank. This indicator does not relate to whether and account is currently certified in the TOP. |

FEDERAL OFFSET

| | <u>Field Name</u> | <u>Definition</u> |
|---|--------------------|--|
| 2 | A/I (D) | This one-character field indicates the current status of a certified account. Beginning with the 2001 Process Year, this field will contain and "A" (for Active or Certified Account) or an "I" (for Inactive or Decertified Account). If an account is not selected for certification or recertification or if the account is unprocessable by Treasury (rejected for certification), this field will be blank. For all years prior to 2001, this field will be blank. This indicator will systematically change, based on ACTION updates. |
| 3 | ACCOUNT NUMBER (M) | The account ED. "S" or "E" followed by nine numbers. S = Social Security Number E = Employer Identification Number |
| 4 | SUBAGENCY (D) | The two-character alphanumeric subagency code followed by the subagency name. Codes are assigned by ED and approved by Treasury. Display only. If numeric, the first character identifies the service center of the subagency. Valid values are: 4 = Atlanta Service Center 5 = Chicago Service Center 9 = San Francisco Service Center The second character identifies the specific subagency. Valid values are: 0 = ED Service Center 1 - 9 = Collection Agency A two-character alphabetic subagency code identifies a GA, also referred to as a state agency. See Appendix B for valid values. |
| 5 | PROCESS YEAR (M) | The year for which the user wishes to display data on the account. YYYY (defaults to most recent processing year for which pre-certification account selection has taken place). |

FEDERAL OFFSET OPTIONS

```

( I100 )          FEDERAL OFFSET ACCOUNT INFO SCREEN          ABC      MM/DD/YY
                                                           HH:MM

                        FMS IND:<1>      A/I <2>
ACCOUNT NUMBER: <3>      SUBAGENCY: <4>
PROCESS YEAR: <5>        PHONE: <6>
ACTION: <7> (A TO ACTIVATE ACCOUNT)
(I TO INACTIVATE ACCOUNT)
(D TO REMOVE A DEBT)      SUBAGENCY SELECTIONS: <8>
NAME: <9>
DEBT NUMBER:<10>
TOP ORIGINAL BALANCE: <12>      CERTIFICATION IND: <11>
TOP CURRENT BALANCE: <13>
LAST DECREASE DATE: <14>      DECREASE AMOUNT: <15>
LAST INCREASE DATE: <16>      INCREASE AMOUNT: <17>
REPLACEMENT DATE: <18>      REPLACEMENT AMOUNT: <19>
REFUND DATE: <20>      ED/GA REFUND AMOUNT: <21>
REVERSAL DATE: <22>      TOP REVERSAL AMOUNT: <23>
OFFSET DATE: <24> PROCESS DATE: <25> TOP OFFSET AMOUNT: <26>

                        <27>

ENTER ACCOUNT NUMBER AND PROCESS YEAR
PF13-I100  14-I110  15-I120

```

| | <u>Field Name</u> | <u>Definition</u> |
|----|--------------------------|--|
| 6 | PHONE (D) | The telephone number(s) of the local code. Display only. |
| 7 | ACTION (M) | Action code. One character: V = View the account. This is the only option allowed for users with read-only access. A = Activate the account. I = Inactivate the entire account. D = Remove a debt. Default is "V". |
| 8 | SUBAGENCY SELECTIONS (O) | Used to select a particular subagency to display additional information on the borrower; appears when there is more than one subagency for a borrower. Move the cursor to the desired subagency and press [ENTER] to display information. Display only. |
| 9 | NAME (D) | Thirty-five character name of the borrower. Display only. |
| 10 | DEBT NUMBER (D) | Used for FMS reporting purposes only. |

FEDERAL OFFSET

| | <u>Field Name</u> | <u>Definition</u> |
|----|-----------------------------|---|
| 11 | CERTIFICATION IND (D) | <p>This field contains data for ED accounts beginning with processing year 1999 and beyond. Valid values are:</p> <p>R = Recertified. ED account was selected for certification and was certified in the previous year(s).</p> <p>C = Certified. ED account was selected for certification and was not certified in the previous year(s).</p> <p>blank = Processing year prior to 1999 or GA account or ED account that was not selected for certification.</p> |
| 12 | TOP ORIGINAL BALANCE (D) | The balance of the borrower's account as originally reported to Treasury. Display only. |
| 13 | TOP CURRENT BALANCE (D) | The current TOP balance of the borrower's account is the original balance minus any payments made by the borrower and offsets made by Treasury. It includes principal and interest only. Any refunds of offsets sent to the borrower are added into the current balance. Display only. |
| 14 | LAST DECREASE DATE (D) | The date the decrease to the account was reported to Treasury. Display only. |
| 15 | DECREASE AMOUNT (D) | Cumulative decrease amount(s) reported to Treasury by Ed or a guaranty agency for payments and other adjustments to reduce the certified amount. This amount is subtracted from the TOP CURRENT BALANCE. Display only. |
| 16 | LAST INCREASE DATE (D) | Date when last increase amount was reported to Treasury. |
| 17 | INCREASE AMOUNT (D) | Cumulative increase amount(s) reported to Treasury by ED or a guaranty agency for interest accrual to increase the certified amount. This amount is added to the TOP CURRENT BALANCE. As a result, it is possible that the TOP CURRENT BALANCE may be greater than the TOP ORIGINAL BALANCE. |
| 18 | REPLACEMENT DATE (D) | Date when last replacement amount was reported to Treasury. |

FEDERAL OFFSET OPTIONS

| | | | |
|--|------------------------------------|-----|-------------------|
| (I100) | FEDERAL OFFSET ACCOUNT INFO SCREEN | ABC | MM/DD/YY HH:MM |
| FMS IND: <1> A/I <2> | | | |
| ACCOUNT NUMBER: <3> | SUBAGENCY: <4> | | |
| PROCESS YEAR: <5> | PHONE: <6> | | |
| ACTION: <7> (A TO ACTIVATE ACCOUNT) | | | |
| (I TO INACTIVATE ACCOUNT) | | | |
| (D TO REMOVE A DEBT) | | | |
| SUBAGENCY SELECTIONS: <8> | | | |
| NAME: <9> | | | |
| DEBT NUMBER: <10> | CERTIFICATION IND: <11> | | |
| TOP ORIGINAL BALANCE: <12> | TOP CURRENT BALANCE: <13> | | |
| LAST DECREASE DATE: <14> | DECREASE AMOUNT: <15> | | |
| LAST INCREASE DATE: <16> | INCREASE AMOUNT: <17> | | |
| REPLACEMENT DATE: <18> | REPLACEMENT AMOUNT: <19> | | |
| REFUND DATE: <20> | ED/GA REFUND AMOUNT: <21> | | |
| REVERSAL DATE: <22> | TOP REVERSAL AMOUNT: <23> | | |
| OFFSET DATE: <24> PROCESS DATE: <25> TOP OFFSET AMOUNT: <26> | | | |
| <27> | | | |
| ENTER ACCOUNT NUMBER AND PROCESS YEAR | | | |
| PF13-I100 14-I110 15-I120 | | | |

| | <u>Field Name</u> | <u>Definition</u> |
|----|-------------------------|---|
| 19 | REPLACEMENT AMOUNT (D) | Last replacement amount reported to Treasury by ED or a guaranty agency to replace the certified amount. This amount is reflected in the TOP CURRENT BALANCE. |
| 20 | REFUND DATE (D) | The most recent processing date of a refund made by either ED or GA. |
| 21 | ED/GA REFUND AMOUNT (D) | Total amount (cumulative) of all refunds made by either ED or GA. |
| 22 | REVERSAL DATE (D) | The effective date of the last Treasury reversal. |
| 23 | TOP REVERSAL AMOUNT (D) | Total amount (cumulative) of all Treasury reversals this year. Display only. |
| 24 | OFFSET DATE (D) | Effective date of the Federal Offset. Display only. |
| 25 | PROCESS DATE (D) | The date the offset tape was processed. Display only. |
| 26 | TOP OFFSET AMOUNT (D) | Total amount (cumulative) offset by Treasury. Display only. |

FEDERAL OFFSET

```

( I100 )          FEDERAL OFFSET ACCOUNT INFO SCREEN          ABC      MM/DD/YY
                                                           HH:MM

                FMS IND:<1>      A/I <2>
ACCOUNT NUMBER: <3>          SUBAGENCY: <4>
PROCESS YEAR: <5>           PHONE: <6>
ACTION: <7> (A TO ACTIVATE ACCOUNT)
(I TO INACTIVATE ACCOUNT)
(D TO REMOVE A DEBT)          SUBAGENCY SELECTIONS: <8>
NAME: <9>
DEBT NUMBER:<10>
TOP ORIGINAL BALANCE: <12>          CERTIFICATION IND: <11>
TOP CURRENT BALANCE: <13>
LAST DECREASE DATE: <14>          DECREASE AMOUNT: <15>
LAST INCREASE DATE: <16>          INCREASE AMOUNT: <17>
REPLACEMENT DATE: <18>          REPLACEMENT AMOUNT: <19>
REFUND DATE: <20>              ED/GA REFUND AMOUNT: <21>
REVERSAL DATE: <22>            TOP REVERSAL AMOUNT: <23>
OFFSET DATE: <24> PROCESS DATE: <25> TOP OFFSET AMOUNT: <26>

                                <27>

ENTER ACCOUNT NUMBER AND PROCESS YEAR
PF13-I100  14-I110    15-I120

```

| | <u>Field Name</u> | <u>Definition</u> |
|-----|--------------------|---|
| 27a | ACCOUNT STATUS (D) | <p>Message that describes the current TOP status. Display only. Valid values are:</p> <ul style="list-style-type: none"> 0 = Pre-offset processing has not begun for year selected 0 = Account not selected for pre-certification processing 1 = Account selected for pre-certification processing 2 = Pre-certification processing completed by Treasury 3 = Not selected for certification at this time 3 = Notification is being/was sent 4 = Certification pending acceptance by Treasury 5 = Certified for offset with Treasury 6 = Federal funds have been offset 9 = Removed from federal offset process |

FEDERAL OFFSET OPTIONS

| | <u>Field Name</u> | <u>Definition</u> |
|-----|---------------------------------|--|
| 27b | DEBT INFORMATION (D) | <p>List of certified ED-held debts; it is a combination of selected information from the debt ID, the debt amount, and the debt owner. Display only. First nine characters are from the 16-character debt ID:</p> <ul style="list-style-type: none"> - First character is debt sequence number. - Second character is loan type: <ul style="list-style-type: none"> G = GSL F = FISL N = NDSL P = POVR D = FDSL - The next seven characters are the debt number. - The debt amount follows the debt ID information. - The debt owner (Primary, Co-maker, or Removed) follows the debt amount. |
| 27c | OFFSET/REVERSAL INFORMATION (D) | <p>List of offsets and reversals for GA certified accounts.</p> <ul style="list-style-type: none"> - First field is cycle number of the offset or reversal - Second field is effective date of the offset or reversal. - Third field is process date of the offset or reversal. - Fourth field is amount of the offset or reversal. |

FEDERAL OFFSET

2.2. OPTION 2: I110 - FEDERAL OFFSET SUBAGENCY FILE MAINTENANCE SCREEN

The Federal Offset Subagency File Maintenance Screen is used to view and update subagency address, telephone, GA code, and tape density information for reporting to Treasury.

Actual screen content and available options are determined by the user's authorization. For view-only access, the ACTION field name and action key do not appear and the screen message changes to **"ENTER SUBAGENCY CODE AND LOCAL CODE"**.

For authorized users, four additional options and corresponding descriptions are added to the action key: (A TO ADD DATA), (E TO EDIT DATA), (R TO REMOVE ACCOUNTS) and (D TO REMOVE A LOCAL CODE).

| | | | |
|--|--|---------|-------------------|
| (I110) | FEDERAL OFFSET SUBAGENCY FILE MAINT SCREEN | ABC | MM/DD/YY HH:MM |
| SUBAGENCY CODE: SUBAGENCY: | | | |
| LOCAL CODE: 000 | | | |
| ACTION: | (V TO VIEW DATA) | NAME | |
| | (A TO ADD DATA) | AND | |
| | (E TO EDIT DATA) | ADDRESS | |
| | (R TO REMOVE ACCOUNTS) | | |
| | (D TO DELETE A LOCAL CODE) | | |
| TELEPHONE NUMBER | | | |
| LOCAL | (|) | |
| IN STATE | (|) | |
| NATIONWIDE | (|) | |
| GUARANTY AGENCY DATA | | | |
| GA CODE: | TAPE BPI: | | |
| ENTER SUBAGENCY CODE, LOCAL CODE, AND ACTION TO BE TAKEN | | | |

FEDERAL OFFSET OPTIONS

2.2.1. View Data

Use this option to view subagency-specific and local code information.

1. Key the subagency code and local code if appropriate. The system defaults to a "V" in the ACTION field and "000" in the local code field.

Note: Most subagencies have only one local code. Treasury requires all subagencies to have a local code of "000". Attempting to delete this entry for a subagency results in an error message. For subagencies that have more than one local code, key the specific local code for which information is desired.

| | | | | | |
|--|----------------------------|--|--|-----|----------|
| (I110) | | FEDERAL OFFSET SUBAGENCY FILE MAINT SCREEN | | ABC | MM/DD/YY |
| | | | | | HH:MM |
| SUBAGENCY CODE: 40 | | SUBAGENCY: | | | |
| LOCAL CODE: 000 | | | | | |
| ACTION: V | (V TO VIEW DATA) | NAME | | | |
| | (A TO ADD DATA) | AND | | | |
| | (E TO EDIT DATA) | ADDRESS | | | |
| | (R TO REMOVE ACCOUNTS) | | | | |
| | (D TO DELETE A LOCAL CODE) | | | | |
| TELEPHONE NUMBER | | | | | |
| LOCAL | () | | | | |
| IN STATE | () | | | | |
| NATIONWIDE | () | | | | |
| GUARANTY AGENCY DATA | | | | | |
| GA CODE: | TAPE BPI: | | | | |
| ENTER SUBAGENCY CODE, LOCAL CODE, AND ACTION TO BE TAKEN | | | | | |

FEDERAL OFFSET

2. Press **[ENTER]**. Information on the data base for this particular subagency and local code is displayed.

```
( I110 )          FEDERAL OFFSET SUBAGENCY FILE MAINT SCREEN   ABC   MM/DD/YY
                                                           HH:MM

SUBAGENCY CODE: 40          SUBAGENCY: ATLANTA IN-HOUSE ACCOUNTS
LOCAL CODE: 000
ACTION: V  (V TO VIEW DATA)      NAME      U.S. DEPARTMENT OF EDUCATION
          (A TO ADD DATA)        AND        P.O. BOX 2167
          (E TO EDIT DATA)       ADDRESS   ATLANTA, GA 30370
          (R TO REMOVE ACCOUNTS)
          (D TO DELETE A LOCAL CODE)

                                TELEPHONE NUMBER
LOCAL          ( 800 ) 621-3115 LOCAL
IN STATE      ( 800 ) 621-3115 INSTATE GA
NATIONWIDE    ( 800 ) 621-3115 NATIONWIDE

                                GUARANTY AGENCY DATA
                                GA CODE: 000   TAPE BPI:

ENTER ANOTHER SUBAGENCY CODE/LOCAL CODE/ACTION, OR PF3 TO EXIT
```

3. To view another file, key the subagency code, local code, and action, or press **[PF3]** to exit.

FEDERAL OFFSET OPTIONS

2.2.2. Add Data

Users with update capability can use this function to add a subagency's local code, address, telephone numbers, GA code, and tape density to the data base.

1. Key the subagency code, the local code, and an "A" the ACTION field.

| | | | |
|--|--|-----------|-------------------|
| (I110) | FEDERAL OFFSET SUBAGENCY FILE MAINT SCREEN | ABC | MM/DD/YY HH:MM |
| SUBAGENCY CODE: UF SUBAGENCY: | | | |
| LOCAL CODE: 070 | | | |
| ACTION: A (V TO VIEW DATA) NAME | | | |
| (A TO ADD DATA) AND | | | |
| (E TO EDIT DATA) ADDRESS | | | |
| (R TO REMOVE ACCOUNTS) | | | |
| (D TO DELETE A LOCAL CODE) | | | |
| TELEPHONE NUMBER | | | |
| LOCAL | (|) | |
| IN STATE | (|) | |
| NATIONWIDE | (|) | |
| GUARANTY AGENCY DATA | | | |
| GA CODE: | | TAPE BPI: | |
| ENTER SUBAGENCY CODE, LOCAL CODE, AND ACTION TO BE TAKEN | | | |

FEDERAL OFFSET

2. Press [ENTER].

```
( I110 )          FEDERAL OFFSET SUBAGENCY FILE MAINT SCREEN   ABC      MM/DD/YY
                                                           HH:MM

SUBAGENCY CODE: UF          SUBAGENCY: UNITED STUDENT AID FUNDS
LOCAL CODE: 070
ACTION: A (V TO VIEW DATA)      NAME      U.S. DEPARTMENT OF EDUCATION
      (A TO ADD DATA)          AND
      (E TO EDIT DATA)        ADDRESS
      (R TO REMOVE ACCOUNTS)
      (D TO DELETE A LOCAL CODE)

                                TELEPHONE NUMBER
LOCAL          (      )
IN STATE       (      )
NATIONWIDE     (      )

                                GUARANTY AGENCY DATA
                                GA CODE: 800   TAPE BPI: 6250

ENTER NEW DATA, PRESS ENTER WHEN READY
```

3. The subagency name and GA code appear on the screen. The cursor is positioned in the address area. Key in the address, telephone numbers, and related message, GA code, and tape density (1600, 6250, CART, or blank). The nationwide telephone number must be either an 800 number or a number which can be called collect. The message area after the telephone number is a required field if a telephone number is keyed in the field.

FEDERAL OFFSET OPTIONS

4. Press **[ENTER]**.

Note: The TAPE BPI field will accept 1600, 6250, and CART (cartridge). Otherwise, leave blank. If the user keyed information in the field but wants to delete or modify it, the user must press the **[END]** key (erase end of field), or the **[DEL]** key to "blank" out the field. The space bar cannot be used in this field to delete the entry.

```
( I110 )          FEDERAL OFFSET SUBAGENCY FILE MAINT SCREEN   ABC   MM/DD/YY
                                                           HH:MM

SUBAGENCY CODE: UF          SUBAGENCY: UNITED STUDENT AID FUNDS
LOCAL CODE: 070
ACTION: A (V TO VIEW DATA)      NAME      U.S. DEPARTMENT OF EDUCATION
      (A TO ADD DATA)           AND        NEW OFFICE
      (E TO EDIT DATA)          ADDRESS   NNN POLARIS
      (R TO REMOVE ACCOUNTS)      SUITE 5
      (D TO DELETE A LOCAL CODE)  INDIANAPOLIS, IN   4NNNN

                                TELEPHONE NUMBER
LOCAL          ( 800 ) 222-4444  LOCAL
IN STATE       ( 800 ) 222-4444  INSTATE IN
NATIONWIDE     ( 800 ) 888-9999  NATIONWIDE

                                GUARANTY AGENCY DATA
                                GA CODE: 800   TAPE BPI: 6250

PRESS ENTER TO CONFIRM THE ABOVE DATA, PF5 TO MAKE CHANGES, PF4 TO CANCEL
```

5. Press **[ENTER]** to confirm, **[PF4]** to cancel, or **[PF5]** to make additional changes.

FEDERAL OFFSET

2.2.3. Edit Data

Users with update capability can use this function to update subagency, local code, name, address, telephone numbers, GA code, and tape density information.

1. Key the subagency code, local code if appropriate, and an "E" in the ACTION field.

| | | | |
|--|--|-----------|-------------------|
| (I110) | FEDERAL OFFSET SUBAGENCY FILE MAINT SCREEN | ABC | MM/DD/YY HH:MM |
| SUBAGENCY CODE: 40 SUBAGENCY: | | | |
| LOCAL CODE: 000 | | | |
| ACTION: E (V TO VIEW DATA) NAME | | | |
| (A TO ADD DATA) AND | | | |
| (E TO EDIT DATA) ADDRESS | | | |
| (R TO REMOVE ACCOUNTS) | | | |
| (D TO DELETE A LOCAL CODE) | | | |
| TELEPHONE NUMBER | | | |
| LOCAL | (|) | |
| IN STATE | (|) | |
| NATIONWIDE | (|) | |
| GUARANTY AGENCY DATA | | | |
| GA CODE: | | TAPE BPI: | |
| ENTER SUBAGENCY CODE, LOCAL CODE, AND ACTION TO BE TAKEN | | | |

FEDERAL OFFSET OPTIONS

2. Press [ENTER]. The cursor is positioned in the SUBAGENCY name field and information on the data base for this particular subagency is displayed.

| | | | |
|--|--|--------------------------------------|-------------------|
| (I110) | FEDERAL OFFSET SUBAGENCY FILE MAINT SCREEN | ABC | MM/DD/YY HH:MM |
| SUBAGENCY CODE: 40 | | SUBAGENCY: ATLANTA IN-HOUSE ACCOUNTS | |
| LOCAL CODE: 000 | | | |
| ACTION: E (V TO VIEW DATA) | NAME | U.S. DEPARTMENT OF EDUCATION | |
| (A TO ADD DATA) | AND | P.O. BOX 2167 | |
| (E TO EDIT DATA) | ADDRESS | ATLANTA, GA 30370 | |
| (R TO REMOVE ACCOUNTS) | | | |
| (D TO DELETE A LOCAL CODE) | | | |
| TELEPHONE NUMBER | | | |
| LOCAL | (800) | 621-3115 | LOCAL |
| IN STATE | (800) | 621-3115 | INSTATE GA |
| NATIONWIDE | (800) | 621-3115 | NATIONWIDE |
| GUARANTY AGENCY DATA | | | |
| GA CODE: 000 | | TAPE BPI: | |
| UPDATE DATA AND PRESS ENTER WHEN READY | | | |

3. To update the data, key over the displayed information with the new information.

FEDERAL OFFSET

4. Press **[ENTER]**.

| | | | |
|---|--|------------------------------|-------------------|
| (I110) | FEDERAL OFFSET SUBAGENCY FILE MAINT SCREEN | ABC | MM/DD/YY HH:MM |
| SUBAGENCY CODE: 40 | SUBAGENCY: ATLANTA IN-HOUSE ACCOUNTS | | |
| LOCAL CODE: 000 | | | |
| ACTION: E (V TO VIEW DATA) | NAME | U.S. DEPARTMENT OF EDUCATION | |
| (A TO ADD DATA) | AND | NNN IOWA AVENUE | |
| (E TO EDIT DATA) | ADDRESS | ATLANTA, GA 30370 | |
| (R TO REMOVE ACCOUNTS) | | | |
| (D TO DELETE A LOCAL CODE) | | | |
| TELEPHONE NUMBER | | | |
| LOCAL | (800) | 621-3115 | LOCAL |
| IN STATE | (800) | 621-3115 | INSTATE GA |
| NATIONWIDE | (800) | 621-3115 | NATIONWIDE |
| GUARANTY AGENCY DATA | | | |
| GA CODE: 000 | TAPE | BPI: 1600 | |
| PRESS ENTER TO CONFIRM ABOVE DATA, PF5 TO MAKE CHANGES, PF4 TO CANCEL | | | |

5. Press **[ENTER]** to confirm above data, **[PF5]** to make changes, or **[PF4]** to cancel.

FEDERAL OFFSET OPTIONS

2.2.4. Remove Accounts

Access to this function is restricted since it allows changing the Federal Offset Indicator for all accounts belonging to a subagency, thus removing the accounts from the Federal Offset process.

1. Key the subagency code, location code, and an "R" in the ACTION field.

| | | | |
|--|--|-----|-------------------|
| (I110) | FEDERAL OFFSET SUBAGENCY FILE MAINT SCREEN | ABC | MM/DD/YY HH:MM |
| SUBAGENCY CODE: 40 SUBAGENCY: | | | |
| LOCAL CODE: 000 | | | |
| ACTION: R (V TO VIEW DATA) NAME | | | |
| (A TO ADD DATA) AND | | | |
| (E TO EDIT DATA) ADDRESS | | | |
| (R TO REMOVE ACCOUNTS) | | | |
| (D TO REMOVE A LOCAL CODE) | | | |
| TELEPHONE NUMBER | | | |
| LOCAL | | | |
| IN STATE | | | |
| NATIONWIDE | | | |
| GUARANTY AGENCY DATA | | | |
| GA CODE: TAPE BPI: | | | |
| ENTER SUBAGENCY CODE, LOCAL CODE, AND ACTION TO BE TAKEN | | | |

FEDERAL OFFSET

2. Press **[ENTER]**.
3. Information on the data base for this subagency is displayed.

```
( I110 )          FEDERAL OFFSET SUBAGENCY FILE MAINT SCREEN   ABC   MM/DD/YY
                                                           HH:MM

SUBAGENCY CODE: 40          SUBAGENCY: ATLANTA IN-HOUSE ACCOUNTS
LOCAL CODE: 000
ACTION: R (V TO VIEW DATA)      NAME          U.S. DEPARTMENT OF EDUCATION
      (A TO ADD DATA)          AND            P.O. BOX 2167
      (E TO EDIT DATA)        ADDRESS ATLANTA, GA 30370
      (R TO REMOVE ACCOUNTS)
      (D TO REMOVE A LOCAL CODE)

               TELEPHONE NUMBER
LOCAL          ( 800 ) 621-3115  LOCAL
IN STATE      ( 800 ) 621-3115  INSTATE GA
NATIONWIDE    ( 800 ) 621-3115  NATIONWIDE

               GUARANTY AGENCY DATA
GA CODE: 000      TAPE BPI:

PRESS ENTER TO REMOVE ALL ACCOUNTS FOR THIS SUBAGENCY, PF4 TO CANCEL
```

4. Press **[ENTER]** to remove all accounts for this subagency, or **[PF4]** to cancel.

FEDERAL OFFSET OPTIONS

2.2.5. Remove Local Codes

When a subagency with more than one local code eliminates one of its local address(es) / telephone number(s), the associated information must be deleted from the data base. Removing local codes from the data base is restricted to high-level users.

1. Key the subagency code, local code, and a "D" in the ACTION field.

Note: Most subagencies have only one local code. Treasury requires all subagencies to have a local code of "000". Attempting to delete this entry for a subagency results in an error message. For subagencies that have more than one local code, key the specific local code for which information is desired.

2. Press [ENTER].
3. Information on the data base for this subagency and local code is displayed.

```
( I110 )          FEDERAL OFFSET SUBAGENCY FILE MAINT SCREEN   ABC   MM/DD/YY
                                                                HH:MM

SUBAGENCY CODE: 40          SUBAGENCY: ATLANTA IN-HOUSE ACCOUNTS
LOCAL CODE: 000
ACTION: D (V TO VIEW DATA)      NAME      U.S. DEPARTMENT OF EDUCATION
      (A TO ADD DATA)           AND        P.O. BOX 2167
      (E TO EDIT DATA)         ADDRESS    ATLANTA, GA 30370
      (R TO REMOVE ACCOUNTS)
      (D TO REMOVE A LOCAL CODE)

                                TELEPHONE NUMBER
LOCAL          ( 800 ) 621-3115  LOCAL
IN STATE      ( 800 ) 621-3115  INSTATE GA
NATIONWIDE    ( 800 ) 621-3115  NATIONWIDE

                                GUARANTY AGENCY DATA
                                GA CODE: 000   TAPE BPI:

ENTER SUBAGENCY CODE, LOCAL CODE, AND ACTION TO BE TAKEN
```

4. Press [ENTER] to confirm deletion or [PF4] to cancel.

FEDERAL OFFSET

```

( I110 )          FEDERAL OFFSET SUBAGENCY FILE MAINT SCREEN   ABC   MM/DD/YY
                                                           HH:MM

SUBAGENCY CODE: <1>          SUBAGENCY: <2>
LOCAL CODE: <3>
ACTION:<4>(V TO VIEW DATA)      NAME <5>
      (A TO ADD DATA)          AND
      (E TO EDIT DATA)        ADDRESS
      (R TO REMOVE ACCOUNTS)
      (D TO REMOVE A LOCAL CODE)

                                TELEPHONE NUMBER
LOCAL          ( <6a>)
IN STATE       ( <6b>)
NATIONWIDE     ( <6c>)

                                GUARANTY AGENCY DATA
                                GA CODE: <7>   TAPE BPI: <8>

ENTER SUBAGENCY CODE, LOCAL CODE, AND ACTION TO BE TAKEN

```

FIELD CONTENT - I110 - FEDERAL OFFSET SUBAGENCY FILE MAINTENANCE SCREEN

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

| | <u>Field Name</u> | <u>Definition</u> |
|---|--------------------|--|
| 1 | SUBAGENCY CODE (D) | <p>The two-character alphanumeric subagency code. Codes are assigned by ED and approved by Treasury. Display only. If numeric, the first character identifies the service center of the subagency. Valid values are:</p> <p>4 = Atlanta Service Center 5 = Chicago Service Center 9 = San Francisco Service Center</p> <p>The second character identifies the specific subagency. Valid values are:</p> <p>0 = ED Service Center 1 - 9 = Collection Agency</p> <p>A two-character alphabetic subagency code identifies a GA, also referred to as a state agency. See Appendix B for valid values.</p> |

FEDERAL OFFSET OPTIONS

| | <u>Field Name</u> | <u>Definition</u> |
|----|------------------------|--|
| 2 | SUBAGENCY (O/D) | The subagency name. |
| 3 | LOCAL CODE (M) | The three-character local code of the subagency. Additional local codes are assigned when subagencies have more than one office maintaining multiple addresses and telephone numbers or to list which collection agency is servicing the account. |
| 4 | ACTION (M) | <p>Action code. One character:</p> <p>V = View the account A = Add data E = Edit data R = Remove all accounts for this subagency. Restricted Use D = Remove the local code. Restricted Use.</p> <p>If no action code is selected, the system defaults to "V". The valid values for this field depend on user access level.</p> |
| 5 | NAME AND ADDRESS (O/D) | Contains the name and address of the subagency. Optional 35-character field when editing or adding data. |
| 6 | TELEPHONE NUMBER: | Each ten-digit telephone field is followed by a ten-character alphanumeric field for messages. Message field is free form, but is mandatory when a telephone number is entered. Display only for view function. |
| 6a | LOCAL (O/D) | The local telephone number of the GA. Optional when editing or adding data; otherwise, display only. Ten digits in this format: 999 999-9999 |
| 6b | IN STATE (O/D) | The telephone number which reaches the GA within its home state. The call may be collect or toll-free. Optional when editing or adding data; otherwise, display only. Ten digits in this format: 999 999-9999 |

FEDERAL OFFSET

```

( I110 )          FEDERAL OFFSET SUBAGENCY FILE MAINT SCREEN   ABC      MM/DD/YY
                                                           HH:MM

SUBAGENCY CODE: <1>          SUBAGENCY: <2>
LOCAL CODE: <3>
ACTION:<4>(V TO VIEW DATA)      NAME <5>
      (A TO ADD DATA)          AND
      (E TO EDIT DATA)        ADDRESS
      (R TO REMOVE ACCOUNTS)
      (D TO REMOVE A LOCAL CODE)

                TELEPHONE NUMBER
LOCAL           ( <6a>)
IN STATE       ( <6b>)
NATIONWIDE     ( <6c>)

                GUARANTY AGENCY DATA
GA CODE: <7>    TAPE BPI: <8>

ENTER SUBAGENCY CODE, LOCAL CODE, AND ACTION TO BE TAKEN

```

| | <u>Field Name</u> | <u>Definition</u> |
|----|-----------------------|---|
| 6c | NATIONWIDE (O/M/D) | A telephone number at which the GA can be reached nationwide. The call may be collect or toll-free. Optional when editing; mandatory when adding; otherwise, display only. Ten digits in this format: 999 999-9999 |
| 7 | GA CODE (U) | The Guaranty Agency code (refer to Appendix B). When the subagency is not a GA, this field is "000". Three numbers. |
| 8 | TAPE BPI (O) | Indicates the density of the tape to be sent to the GA. Valid values are "1600", "6250", "CART" (cartridge), or blank. When the subagency is not a GA, this field is blank. See page 25 for the note about adding data. |

FEDERAL OFFSET OPTIONS

2.3. OPTION 3: I120 - FEDERAL OFFSET SUBSYSTEM SPECIAL ASSIGNMENT MAINTENANCE SCREEN

The Federal Offset Subsystem Special Assignment Maintenance Screen provides the status of accounts requested through the GA Special Assignment process. It also allows update of the REASON ACCEPTED field by users who have authorized access to approve a GA reason for non-assignment of an account.

| | | | | | |
|--|-------|--------------------------------|-------|------------------|----------|
| (I120) | | FEDERAL OFFSET SUBSYSTEM | | ABC | MM/DD/YY |
| | | SPECIAL ASSIGNMENT MAINTENANCE | | | HH:MM |
| ACCT: S | _____ | OFFSET YEAR: | _____ | SUBAGENCY: | _____ |
| | | | | REASON ACCEPTED: | _____ |
| FIELD NAME | | CURRENT VALUE | | | |
| ----- | | ----- | | | |
| FIRST NAME | | _____ | | | |
| LAST NAME | | _____ | | | |
| ASSIGN-STATUS | | _____ | | | |
| TRAN-APPL-BY-ED | | _____ | | | |
| TRAN-APPL-BY-GA | | _____ | | | |
| NON-ASSGN-RSN | | _____ | | | |
| REVERSAL-AMT | | _____ | | | |
| OFFSET AMT | | _____ | | | |
| NON-ASGN-DATE | | _____ | | | |
| 2ND-NON-ASGN-DATE | | _____ | | | |
| AUDIT-USER-ID | | _____ | | | |
| AUDIT-DATE | | _____ | | | |
| ENTER ACCOUNT NUMBER, YEAR AND SUBAGENCY | | | | | |
| PF13-I100 14-I110 15-I120 | | | | | |

FEDERAL OFFSET

2.3.1. View an Account

To view an account, three fields are required to be entered.

1. Key the account number (the nine-digit Social Security Number) in the ACCT field following the prefix "S".
2. Key the processing year of the offset in the OFFSET YEAR field.
3. Key the subagency code in the SUBAGENCY field.
4. Press **[ENTER]**.
5. The screen displays the status information for the selected account in the CURRENT VALUE column fields.

| | | | |
|--|--------------------------------|------------------|----------|
| (I120) | FEDERAL OFFSET SUBSYSTEM | ABC | MM/DD/YY |
| | SPECIAL ASSIGNMENT MAINTENANCE | | HH:MM |
| ACCT: S999999999 | OFFSET YEAR: 1995 | SUBAGENCY: FL | |
| | | REASON ACCEPTED: | |
| FIELD NAME | CURRENT VALUE | | |
| ----- | ----- | | |
| FIRST NAME | XXXXX | | |
| LAST NAME | XXXXX | | |
| ASSIGN-STATUS | A | | |
| TRAN-APPL-BY-ED | 1 | | |
| TRAN-APPL-BY-GA | 0 | | |
| NON-ASSGN-RSN | 03 | | |
| REVERSAL-AMT | 200.00 | | |
| OFFSET AMT | 50,000.00 | | |
| NON-ASGN-DATE | 01/04/1996 | | |
| 2ND-NON-ASGN-DATE | 00/00/0000 | | |
| AUDIT-USER-ID | XXX | | |
| AUDIT-DATE | 01/04/1996 | | |
| TO APPROVE ENTER AN "A" AND HIT ENTER, TO CANCEL-CLEAR | | | |
| PF13-I100 14-I110 15-I120 | | | |

FEDERAL OFFSET OPTIONS

2.3.2. Edit Data

Users with update capability can use this screen to update the REASON ACCEPTED field for a non-assignment debt.

1. Key the account number (the nine-digit Social Security Number) in the ACCT field following the prefix "S".
2. Key the processing year of the offset in the OFFSET YEAR field.
3. Key the subagency code in the SUBAGENCY field.
4. Press **[ENTER]**.
5. The screen displays the status information for the selected account in the CURRENT VALUE column fields with the message, "TO APPROVE ENTER AN "A" AND HIT ENTER, TO CANCEL-CLEAR" displayed on the screen.
6. Key an "A" in the REASON ACCEPTED field to update (accept) the status of a GA reason for non-assignment of an account.

| | | | |
|--|--------------------------------|---------------|--------------------|
| (I120) | FEDERAL OFFSET SUBSYSTEM | ABC | MM/DD/YY |
| | SPECIAL ASSIGNMENT MAINTENANCE | | HH:MM |
| ACCT: S999999999 | OFFSET YEAR: 1995 | SUBAGENCY: FL | REASON ACCEPTED: A |
| FIELD NAME | CURRENT VALUE | | |
| ----- | ----- | | |
| FIRST NAME | XXXXXX | | |
| LAST NAME | XXXXXX | | |
| ASSIGN-STATUS | P | | |
| TRAN-APPL-BY-ED | 1 | | |
| TRAN-APPL-BY-GA | 0 | | |
| NON-ASSGN-RSN | 03 | | |
| REVERSAL-AMT | 200.00 | | |
| OFFSET AMT | 50,000.00 | | |
| NON-ASGN-DATE | 01/04/1996 | | |
| 2ND-NON-ASGN-DATE | 00/00/0000 | | |
| AUDIT-USER-ID | XXX | | |
| AUDIT-DATE | 01/04/1996 | | |
| TO APPROVE ENTER AN "A" AND HIT ENTER, TO CANCEL-CLEAR | | | |
| PF13-I100 14-I110 15-I120 | | | |

FEDERAL OFFSET

Note: Only non-assignment accounts with the following Assign Status will be available for update: "O", "R", "P", or "D".

7. Press **[ENTER]**. The message "PRESS ENTER TO CONFIRM APPROVAL, PF4 TO CANCEL" will be displayed on the screen.
8. Press **[ENTER]** again. The message "UPDATE COMPLETED" will be displayed if update was successful. The message "STATUS CANNOT BE CHANGED" will be displayed if the non-assignment account cannot be approved.

FEDERAL OFFSET OPTIONS

| | | | | | |
|--|--|--------------------------------|--|----------------------|----------|
| (I120) | | FEDERAL OFFSET SUBSYSTEM | | ABC | MM/DD/YY |
| | | SPECIAL ASSIGNMENT MAINTENANCE | | | HH:MM |
| ACCT: S__<1>_____ | | OFFSET YEAR: __<2>____ | | SUBAGENCY: <3> | |
| | | | | REASON ACCEPTED: <4> | |
| FIELD NAME | | CURRENT VALUE | | | |
| ----- | | ----- | | | |
| FIRST NAME | | _____<5> | | | |
| LAST NAME | | _____<6> | | | |
| ASSIGN-STATUS | | _____<7> | | | |
| TRAN-APPL-BY-ED | | _____<8> | | | |
| TRAN-APPL-BY-GA | | _____<9> | | | |
| NON-ASSGN-RSN | | _____<10> | | | |
| REVERSAL-AMT | | _____<11> | | | |
| OFFSET AMT | | _____<12> | | | |
| NON-ASGN-DATE | | _____<13> | | | |
| 2ND-NON-ASGN-DATE | | _____<14> | | | |
| AUDIT-USER-ID | | _____<15> | | | |
| AUDIT-DATE | | _____<16> | | | |
| ENTER ACCOUNT NUMBER, YEAR AND SUBAGENCY | | | | | |
| PF13-I100 14-I110 15-I120 | | | | | |

FIELD CONTENT - I120 - FEDERAL OFFSET SUBSYSTEM SPECIAL ASSIGNMENT MAINTENANCE SCREEN

(M) indicates a mandatory field, (O) indicates an optional field, (D) indicates a display only field.

| | <u>Field Name</u> | <u>Definition</u> |
|---|-----------------------|---|
| 1 | ACCT (M) | The account ID. "S" (Social Security Number) followed by nine digits. |
| 2 | OFFSET YEAR (M) | The processing year for which the user wishes to display data on the account. |
| 3 | SUBAGENCY (M) | The two-character alphabetic code identifying the subagency as a GA. Also referred to as a state agency. See Appendix B for valid values. |
| 4 | REASON ACCEPTED (M,D) | Indicates that a GA reason has been approved for non-assignment of an account. Valid value: "A" |

FEDERAL OFFSET

| | <u>Field Name</u> | <u>Definition</u> |
|---|---------------------|--|
| 5 | FIRST-NAME (D) | The first name of the borrower. |
| 6 | LAST-NAME (D) | The last name of the borrower. |
| 7 | ASSIGN-STATUS (D) | <p>The status of the assignment request. Valid values are:</p> <p>P = The initial request for the account is pending and the 90-day response time has not expired.</p> <p>R = A second request (re-request) of an account has been sent after the GAs reason for non-assignment was initially approved.</p> <p>E = An error was detected on either the assignment or reason for non-assignment tape.</p> <p>L = An account was loaded to the data base.</p> <p>A = The GA's reason for non-assignment was approved and the account will remain with the GA.</p> <p>D = The GA's reason for non-assignment was denied.</p> <p>O = The GA's response to ED's request is overdue.</p> |
| 8 | TRAN-APPL-BY-ED (D) | <p>Indicates the type of TOP transaction that ED has received from Treasury on a GA account. Valid values are:</p> <p>0 = No offset or reversal was applied</p> <p>1 = Only offset was applied.</p> <p>2 = Only reversal was applied.</p> <p>3 = Both offset and reversal were applied.</p> |
| 9 | TRAN-APPL-BY-GA (D) | <p>Indicates the type of TOP transaction that the GA has applied to an account. Valid values:</p> <p>0 = No offset or reversal was applied.</p> <p>1 = Only offset was applied.</p> <p>2 = Only reversal was applied.</p> <p>3 = Both offset and reversal were applied.</p> |

FEDERAL OFFSET OPTIONS

| | | | | |
|--|---------------|--------------------------------|----------------|----------------------|
| (I120) | | FEDERAL OFFSET SUBSYSTEM | ABC | MM/DD/YY |
| | | SPECIAL ASSIGNMENT MAINTENANCE | | HH:MM |
| ACCT: S | <1> | OFFSET YEAR: <2> | SUBAGENCY: <3> | REASON ACCEPTED: <4> |
| FIELD NAME | CURRENT VALUE | | | |
| ----- | ----- | | | |
| FIRST NAME | _____<5> | | | |
| LAST NAME | _____<6> | | | |
| ASSIGN-STATUS | _____<7> | | | |
| TRAN-APPL-BY-ED | _____<8> | | | |
| TRAN-APPL-BY-GA | _____<9> | | | |
| NON-ASSGN-RSN | _____<10> | | | |
| REVERSAL-AMT | _____<11> | | | |
| OFFSET AMT | _____<12> | | | |
| NON-ASGN-DATE | _____<13> | | | |
| 2ND-NON-ASGN-DATE | _____<14> | | | |
| AUDIT-USER-ID | _____<15> | | | |
| AUDIT-DATE | _____<16> | | | |
| ENTER ACCOUNT NUMBER, YEAR AND SUBAGENCY | | | | |
| PF13-I100 14-I110 15-I120 | | | | |

| | <u>Field Name</u> | <u>Definition</u> |
|----|-------------------|--|
| 10 | NON-ASSGN-RSN (D) | Indicates the valid reason that a GA provided for retaining an account. Valid values are: 01 = Closed, Paid in Full. 02 = Closed, Satisfied in Full. 03 = Closed, Death. 04 = Closed, Disability. 05 = Bankruptcy. 06 = Satisfactory repayment arrangements have been made to pay account off in full. 07 = Closed school/false certification. 08 = Previously assigned. 09 = Repurchased by lender. 10 = In litigation. |
| 11 | REVERSAL-AMT (D) | Total value (cumulative) of reversals that Treasury sent for this GA account. |
| 12 | OFFSET-AMT (D) | Total value (cumulative) of offsets that Treasury sent for this GA account. |
| 13 | NON-ASGN-DATE (D) | The date that the GA reason for non-assignment tape was processed. |

FEDERAL OFFSET

| | <u>Field Name</u> | <u>Definition</u> |
|----|-----------------------|---|
| 14 | 2ND-NON-ASGN-DATE (D) | The date that a second assignment request was sent to the GA because the GA's non-assignment reason was denied. |
| 15 | AUDIT-USER-ID (D) | This is the user ID that last updated this screen. |
| 16 | AUDIT-DATE (D) | This is the date that the last update was made to the tracking detail record. |

APPENDIX A: SYSTEM MESSAGES

FEDERAL OFFSET

Screen I100 - Federal Offset Account Information

MessageDefinition

<ACCOUNT NOT CERTIFIED, NO ACTION ALLOWED>

The A/I indicator must equal "A" or "I" in order to use action codes "A", "I", or "D".

<ACCOUNT NOT SELECTED FOR PRE-CERTIFICATION PROCESSING>

This account has not been selected for Federal Offset processing for the indicated processing year.

<ACCOUNT PREFIX MUST BE "E" OR "S">

Enter either "E" or "S" before the Social Security Number.

<ACCOUNT SELECTED FOR PRE-CERTIFICATION PROCESSING>

The attempt to select the account for pre-certification was successful.

<ACCOUNT WAS REMOVED BY SUBAGENCY BATCH>

Describes the way the account was removed from the Federal Offset Process.

<BALANCE REDUCED TO BELOW MINIMUM>

The balance has been reduced to an amount below the minimum Federal Offset amount, thereby removing the account from Federal Offset processing for the indicated processing year.

<4-CERTIFICATION PENDING ACCEPTANCE BY TREASURY>

This is the status of the account.

<5-CERTIFIED FOR OFFSET WITH TREASURY>

This is the status of the account.

<DATA NOT AVAILABLE FOR YEAR SELECTED>

There is no Federal Offset information on the data base for the selected year.

<DETAIL INFORMATION NOT AVAILABLE>

There are no offset or reversal records to display for a given GA account during the selected year.

<60-DAY NOTICE NOT DELIVERED - TOP ADDRESS NOT USED>

The 60-day notice mailed to the account owner informing him/her of a pending Federal Offset was undeliverable. The address provided by the IRS was not used; therefore, this account cannot be certified.

<60-DAY NOTICE PREVIOUSLY MAILED>

The account is currently certified in the TOP and, if eligible, will be certified for the following year; however, a new 60-day notice will not be sent because the borrower already received the notice in the previous year(s).

<ENTER ACCOUNT NUMBER AND PROCESS YEAR>

System prompt to enter the account number and process year. Enter the requested information.

<ENTER ACCOUNT NUMBER, PROCESS YEAR, AND ACTION>

System prompt to enter the account number, process year, and action. Enter the requested information.

APPENDIX A: SYSTEM MESSAGES

Screen I100 - Federal Offset Account Information

| <u>Message</u> | <u>Definition</u> |
|--|--|
| <ENTER ANOTHER ACCOUNT NUMBER AND PROCESS YEAR> | System prompt to enter another account number and process year. Enter the requested information. |
| <ENTER ANOTHER ACCOUNT NUMBER, PROCESS YEAR, AND ACTION> | System prompt to enter another account number, process year, and action. Enter the requested information. |
| <ENTER NEW LOCAL CODE THEN PRESS ENTER> | Enter a valid new local code for the account. |
| <FILE IS NOT OPEN FOR UPDATE, TRY AGAIN LATER> | The file used to report to Treasury is not open at this time. Actions "T", "D", and "A" cannot be performed. |
| <INDIVIDUAL DEBT DATA NOT AVAILABLE> | Data on the individual debts that make up this account is not available. This is normal for any account certified by a GA. |
| <INVALID ACTION SELECTION - MUST BE V, A, D, OR I> | These codes are the only valid values for this field. Re-enter either V, A, D, or I. |
| <INVALID PF KEY> | An invalid [PF] key was pressed. Verify the information and press the correct key. |
| <INVALID PROCESS YEAR> | The year entered is in the wrong format. Re-enter the year in YYYY format (e.g., 1999). |
| <INVALID SELECTION - MUST BE A NUMBER BETWEEN 1 AND 5> | The reason for removal selected must be between 1 and 5. Re-enter a number between 1 and 5. |
| <TREASURY DID NOT FIND A MATCH FOR THIS ACCOUNT> | Treasury did not find this account on its records during pre-certification processing. |
| <NO 60-DAY NOTICE MAILED> | There was no 60-day notice mailed to the account owner informing him/her of the pending Federal Offset. |
| <NOT ACTIVE IN CREDIT BUREAU REPORTING> | This account is not being reported to credit bureaus and consequently can not be certified. |
| <3-NOT SELECTED FOR CERTIFICATION AT THIS TIME> | This is the status of the account. Even though the account currently has not been selected for certification for a particular processing year, it may subsequently be selected in another certification for the processing year. |
| <3-NOTIFICATION IS BEING/WAS SENT> | 60-day notice has been or will be mailed. |

FEDERAL OFFSET

Screen I100 - Federal Offset Account Information

MessageDefinition

<PAYMENT(S) MADE AFTER
NOTIFICATION>

The borrower made payments since notification of Federal Offset and consequently was not certified.

<PAYMENT(S) REDUCED ACCOUNT
BALANCE TO BELOW TREASURY
MINIMUM>

The borrower's payments have reduced the balance to below the Treasury minimum. As a result, the account has been removed from Federal Offset processing in the indicated year.

<PF9 INVALID - NO LATER YEARS
AVAILABLE>

Information is not available for the processing year requested using this **[PF]** key.

<PF10 INVALID - NO EARLIER YEARS
AVAILABLE>

Information is not available for the processing Year requested using this **[PF]** key.

<PRE-CERTIFICATION PROCESSING
COMPLETED BY TREASURY>

This is the status of the account.

<O-PRE-OFFSET PROCESSING HAS
NOT BEGUN FOR YEAR SELECTED>

The Federal Offset process has not begun for the year chosen.

<PRESS ENTER TO CONFIRM
REMOVAL, PF6 TO CANCEL, OR PF5
TO CHANGE SELECTION>

Press the key which corresponds to the desired action.

<PRESS PF8 TO SEE MORE DEBTS>

Press this key to scroll forward through the debts.

<REMOVE A DEBT BY SELECTING ITS
NUMBER, THEN PRESS ENTER>

Select the desired debt number and press **[ENTER]**.

<REMOVED DUE TO BANKRUPTCY>

Describes the reason why the account was removed from the Federal Offset process.

<REMOVED DUE TO DEATH>

Describes the reason why the account was removed from the Federal Offset process.

<REMOVED DUE TO DISABILITY>

Describes the reason why the account was removed from the Federal Offset process.

<REMOVED DUE TO FINANCIAL
HARDSHIP>

Describes the reason why the account was removed from the Federal Offset process.

<9-REMOVED FROM FEDERAL OFFSET
PROCESS>

This is the status of the account.

<REMOVED FOR MISCELLANEOUS
REASON>

Describes the reason why the account was removed from the Federal Offset process.

<SEE R103 SCREEN FOR DETAILED
INFORMATION>

Offset and reversal records are only available for GA accounts using this screen. Access the R103 Screen for information on ED accounts.

APPENDIX A: SYSTEM MESSAGES

Screen I100 - Federal Offset Account Information

| <u>Message</u> | <u>Definition</u> |
|--|--|
| <SELECT REASON FOR REMOVAL BY NUMBER AND PRESS ENTER> | Key the number corresponding to the reason for removal and press [ENTER] . |
| <SSN PORTION OF ACCOUNT MUST BE NUMERIC> | The field entered must contain only numbers. |
| <6-FEDERAL FUNDS HAVE BEEN OFFSET> | This is the status of the account. |
| <UNPROCESSABLE AT TREASURY - AMOUNT OWED IS LESS THAN MINIMUM> | The balance owed is less than the minimum amount required for Federal Offset processing. |
| <UNPROCESSABLE AT TREASURY - DELINQUENT DATE TOO OLD> | The delinquent date is too old for Federal Offset processing. |
| <UNPROCESSABLE AT TREASURY - INVALID AGENCY CODE> | An invalid agency code has been reported to Treasury on the account, making it impossible to process. |
| <UNPROCESSABLE AT TREASURY - INVALID DELINQUENT DATE FORMAT> | An invalid delinquent date format has been reported to Treasury on the account, making it impossible to process. |
| <UNPROCESSABLE AT TREASURY - INVALID NAME CONTROL> | An invalid name control record is associated with the account, making it impossible to process. |
| <UNPROCESSABLE AT TREASURY - INVALID SSN> | An invalid SSN has been entered, making the account impossible to process. |
| <UNPROCESSABLE AT TREASURY - INVALID SUBAGENCY CODE> | An invalid subagency code has been entered, making the account impossible to process. |
| <UNPROCESSABLE AT TREASURY - NO NAME GIVEN> | No name is associated with the account, making it impossible to process. |
| <UNPROCESSABLE AT TREASURY - PRIORITY CODE NOT 0 OR 1> | The priority code for this account is not zero or one, making the account impossible to process. |

FEDERAL OFFSET

Screen I110 - Federal Offset Subagency File Maintenance

Message

<ACTION SELECTION MUST BE V, A, OR E>

<ACTION SELECTION MUST BE V, A, E, R, OR D>

<CANNOT DELETE LOCAL CODE 000 WHEN OTHER LOCAL CODES ARE ON THE DATABASE>

<DATA ADDED - ENTER ANOTHER SUBAGENCY/LOCAL CODE/ACTION, OR PF3 TO EXIT>

<DATA DELETED - ENTER ANOTHER SUBAGENCY/LOCAL CODE/ACTION, OR PF3 TO EXIT>

<DATA UPDATED - ENTER ANOTHER SUBAGENCY/LOCAL CODE/ACTION, OR PF3 TO EXIT>

<ENTER ANOTHER SUBAGENCY CODE AND LOCAL CODE, OR PF3 TO EXIT>

<ENTER ANOTHER SUBAGENCY CODE/LOCAL CODE/ACTION, OR PF3 TO EXIT>

<ENTER NEW DATA, PRESS ENTER WHEN READY>

<ENTER SUBAGENCY CODE AND LOCAL CODE>

ENTER SUBAGENCY CODE, LOCAL CODE AND ACTION TO BE TAKEN>

Definition

The requested action must be "V", "A", or "E". Re-enter either V, A, or E.

The requested action must be "V", "A", "E", "R", or "D". Re-enter either V, A, E, R, or D.

Treasury requires a local code of all zeroes (000) for all subagencies before additional codes can be added. Therefore, the local code cannot be deleted.

Confirmation message indicating that the information has been successfully added to the data base.

Confirmation message indicating that the information has been successfully deleted from the data base.

Confirmation message indicating that the information has been successfully updated in the data base.

System prompt to enter another subagency code and local code or press **[PF3]** to exit. Enter subagency and local codes or press **[PF3]** to leave the screen.

System prompt to enter another subagency code, local code, or action, or press **[PF3]** to leave the screen. Enter the requested information or press **[PF3]**.

System prompt to enter new information. Press **[ENTER]**.

System prompt to enter the subagency and local codes. Enter the requested information.

System prompt to enter the subagency code, local code and action. Enter the requested information.

APPENDIX A: SYSTEM MESSAGES

Screen I110 - Federal Offset Subagency File Maintenance

| <u>Message</u> | <u>Definition</u> |
|---|--|
| <INSTATE TELEPHONE NUMBER DESCRIPTION REQUIRED> | A description must be supplied for the in-state telephone number. Enter the requested information. |
| <INVALID GA CODE> | The GA code entered must be a valid two-digit code. Re-enter a correct GA code. |
| <INVALID INSTATE AREA CODE> | The in-state area code must be a three-digit code. Re-enter a correct area code. |
| <INVALID INSTATE PHONE NUMBER> | The in-state telephone number must be three numbers followed by a dash and four numbers. Re-enter a correct telephone number. |
| <INVALID LOCAL AREA CODE> | The local area code must be a three-digit code. Re-enter a correct local area code. |
| <INVALID LOCAL PHONE NUMBER> | The local telephone number must be three numbers followed by a dash and four numbers. Re-enter a correct local phone number. |
| <INVALID NATIONWIDE AREA CODE> | The nationwide area code must be a three-digit code. Re-enter a correct nationwide area code. |
| <INVALID NATIONWIDE PHONE NUMBER> | The nationwide telephone number must be three numbers followed by a dash and four numbers. Re-enter a correct nationwide phone number. |
| <INVALID PF KEY> | An invalid [PF] key was pressed. Press the correct key. |
| <LOCAL CODE IS NOT ON THE DATA BASE> | The local code entered for this subagency does not exist on the data base. Therefore, information cannot be processed. |
| <LOCAL CODE MUST BE NUMERIC> | The local code field must be numeric. Re-enter a correct local code. |
| <LOCAL CODE REQUIRED> | The LOCAL CODE field must be completed. Enter a valid local code. |
| <LOCAL TELEPHONE NUMBER DESCRIPTION REQUIRED> | A description must be supplied for the local telephone number. Enter a valid description. |

FEDERAL OFFSET

Screen I110 - Federal Offset Subagency File Maintenance

Message

<NATIONWIDE TELEPHONE NUMBER
DESCRIPTION REQUIRED>

<NATIONWIDE TELEPHONE NUMBER
INFORMATION IS REQUIRED>

<PRESS ENTER TO CONFIRM ABOVE
DATA, PF5 TO MAKE CHANGES, PF4
TO CANCEL>

<PRESS ENTER TO CONFIRM
DELETION, PF4 TO CANCEL>

<PRESS ENTER TO REMOVE ALL
ACCOUNTS FOR THIS SUBAGENCY,
PF4 TO CANCEL>

<SUBAGENCY AND LOCAL CODES
ARE ALREADY ON THE DATABASE>

<SUBAGENCY CODE REQUIRED>

<SUBAGENCY IS NOT ON THE
DATABASE>

<TAPE BPI MUST BE 1600, 6250, CART,
OR BLANK>

<THERE ARE NO FEDERAL OFFSET
ACCOUNTS FOR THIS SUBAGENCY>

<UPDATE DATA AND PRESS ENTER
WHEN READY>

Definition

A description must be supplied for the nationwide telephone number. Enter a valid description.

NATIONWIDE TELEPHONE NUMBER is a mandatory field (required by Treasury). Enter a valid number.

System prompt to confirm data, make changes, or cancel. Press the key which corresponds to the desired action.

System prompt to confirm deletion or cancel. Press the key which corresponds with the desired action.

System prompt to remove all accounts for the subagency specified or cancel the request. Press the key which corresponds with the desired action.

Subagency and local codes cannot be added because they are already on the data base.

The SUBAGENCY CODE is a mandatory field. Enter a valid code.

The subagency code entered was not found on the data base. Re-enter another code.

The tape BPI entered is not valid. Re-enter either 1600, 6250, CART, or leave the field blank.

No Federal Offset accounts have been recorded in the data base for the specified subagency. Re-enter another subagency.

System prompt to update the information on the screen. Press [ENTER].

FEDERAL OFFSET

Screen I120 - Federal Offset Special Assignment Maintenance

Message

<INVALID KEY PRESSED>

<OFFSET YEAR MUST BE GREATER
THEN 1985>

<OFFSET YEAR MUST BE NUMERIC>

<REASON ACCEPTED MUST = "A">

<SSN PORTION OF ACCOUNT MUST
BE NUMERIC><STATUS MAY NOT BE CHANGED;
PRESS ENTER><SUBAGENCY MUST BE
ALPHABETIC><NO TRACKING ACCOUNT RECORD
FOUND FOR THIS SSN><TRACKING RECORD NOT FOUND
FOR THIS YEAR & SUBAGENCY>Definition

An invalid [PF] key was pressed. Press the correct key.

Message indicating requirements for offset year.

The field entered must contain only numbers.

The requested reason accepted must be "A".

The field entered must contain only numbers.

The requested record will not be updated if assign status is
other than "O", "P", "R", or "D".

The field entered must contain only letters of the alphabet.

For a given SSN number, account record not found on the data
base.

Tracking record not found for given year and subagency.

APPENDIX B: GA CODES

FEDERAL OFFSET

UNITED STATES AND FOREIGN COUNTRY GA CODES

| <u>TREASURY STATE CODE</u> | | <u>GA CODE</u> |
|----------------------------|-------------------------|----------------|
| AL | Alabama | 701 |
| AK | Alaska | 702 |
| AZ | Arizona | 804 |
| AR | Arkansas | 705 |
| CA | California | 706 |
| CO | Colorado | 708 |
| CT | Connecticut | 709 |
| DE | Delaware | 710 |
| DS | District of Columbia I | 711 |
| DC | District of Columbia II | 611(HEAF) |
| FL | Florida | 712 |
| GA | Georgia | 713 |
| HI | Hawaii | 815 |
| ID | Idaho | 716 |
| IL | Illinois | 717 |
| IN | Indiana | 718 |
| IA | Iowa | 719 |
| KS | Kansas | 620(HEAF) |
| KY | Kentucky | 721 |
| LA | Louisiana | 722 |
| ME | Maine | 723 |
| MD | Maryland | 724 |
| MA | Massachusetts | 725 |
| MI | Michigan | 726 |
| MN | Minnesota | 627(HEAF) |
| MS | Mississippi | 728 |
| MO | Missouri | 729 |
| MT | Montana | 730 |
| NE | Nebraska I | 631(HEAF) |
| NB | Nebraska II | 731 |
| NV | Nevada | 732 |
| NH | New Hampshire | 733 |
| NJ | New Jersey | 734 |
| NM | New Mexico | 735 |
| NY | New York | 736 |
| NC | North Carolina | 737 |
| ND | North Dakota | 738 |
| NS | North Star | 727 |

APPENDIX B: GA CODES

| <u>TREASURY STATE CODE</u> | | <u>GA CODE</u> |
|-----------------------------------|------------------------------------|-----------------------|
| OH | Ohio | 739 |
| OK | Oklahoma | 740 |
| OR | Oregon | 741 |
| PA | Pennsylvania | 742 |
| RI | Rhode Island | 744 |
| SC | South Carolina | 745 |
| SD | South Dakota | 746 |
| SM | Educational Credit Management Corp | 927 |
| TN | Tennessee | 747 |
| TC | Texas I | 948 |
| TX | Texas II | 748 |
| UT | Utah | 749 |
| VT | Vermont | 750 |
| VA | Virginia | 751 |
| WA | Washington | 753 |
| WV | West Virginia | 654(HEAF) |
| WI | Wisconsin | 755 |
| WY | Wyoming | 656(HEAF) |

FEDERAL OFFSET

| <u>TREASURY FOREIGN COUNTRY</u> | <u>GA CODE</u> |
|---------------------------------|----------------|
|---------------------------------|----------------|

| | | |
|----|---------------------|-----|
| AF | Africa | |
| AS | American Samoa | 860 |
| CZ | Canal Zone | |
| PQ | Canal Zone | |
| EQ | Canton & Enderbury | |
| CI | Caroline Islands | |
| EU | Europe | |
| FC | Foreign Country | |
| GU | Guam | 866 |
| JQ | Johnston Atoll | |
| MR | Marina Islands | |
| ML | Marshall Islands | |
| MQ | Midway Island | |
| CM | Northern Marina Isl | 869 |
| PI | Pacific Islands | |
| PR | Puerto Rico | 772 |
| SQ | Swan Island | |
| TT | Trust Territories | 875 |
| BQ | US Misc Carib Isl | |
| IQ | US Misc Pacific Isl | |
| VI | Virgin Islands | 778 |
| WQ | Wake Island | |

| <u>MISCELLANEOUS</u> | <u>GA CODE</u> |
|----------------------|----------------|
|----------------------|----------------|

| | | |
|----|--|-----------|
| HE | Higher Education Assistance Foundation | 627(HEAF) |
| UF | United Student Aid Fund | 800 |

APPENDIX B: GA CODES

APPENDIX C: IDD RECORD REPORT

FEDERAL OFFSET

TITLE

Federal Offset Account Information Screen (I100)

PURPOSE

The Federal Offset Account Information Screen is used to access status and debt information for accounts reported to Treasury for Federal Offset. It also allows removal of an account or debt from Federal Offset by users who have authorized access.

PROGRAM

GDIRS100

SPECIAL NOTES

None.

FIELDS:

| ENGLISH NAME/DEFINITION | REFERENCE |
|--|---------------------|
| FMS IND | IRSOFF-FMS-IND |
| This one-character field is an indicator for FMS purposes only. | |
| A/I | IRSOFF-ACTIVE-IND |
| This one-character field indicates the current status of a certified account. | |
| ACCOUNT NUMBER | IRSOFF-ACCT-ID |
| The account ID. | |
| SUBAGENCY | IRSOFF-SUBAGCY-CODE |
| The two-character alphanumeric subagency code followed by the subagency name. Codes are assigned by ED and approved by Treasury. | |
| PROCESS YEAR | IRSCURR-YR |
| The year for which the user wishes to display data on the account. | |
| PHONE | IRSLOC-LOCAL-PHONE |
| The telephone number (s) of the local code. Display only. | |
| ACTION | I100-ACTIONI |
| Action code. One character. | |
| SUBAGENCY SELECTIONS | IRSOFF-SUBAGCY-CODE |
| Used to select a particular subagency to display additional information on the borrower; appears when there is more than one subagency for a borrower. Move the cursor to the desired subagency and press [ENTER] to display information. Display only. | |

APPENDIX C: IDD RECORD REPORT

| ENGLISH NAME/DEFINITION | REFERENCE |
|--|---------------------------------------|
| NAME | IRSOFF-FIRST-NAME IRSOFF-LAST-NAME |
| Thirty-five character name of the borrower. Display only. | |
| DEBT NUMBER | IRSOFF-DEBT-NUMBER |
| Used for FMS reporting purposes only. | |
| CERTIFICATION IND | IRSOFF-CERTIFICATION-IND |
| This field contains data for ED accounts beginning with Processing Year 1999 and beyond. | |
| TOP ORIGINAL BALANCE | IRSOFF-ORIG-BAL |
| The balance of the borrower's account as originally reported to Treasury. Display only. | |
| TOP CURRENT BALANCE | IRSOFF-CURR-BAL |
| The current TOP balance of the borrower's account is the original balance minus any payments made by the borrower and offsets made by Treasury. It includes principal and interest only. Any refunds of offsets sent to the borrower are added into the current balance. Display only. | |
| LAST DECREASE DATE | IRSOFF-UPDATE-DATE |
| The date the decrease to the account was reported to Treasury. | |
| DECREASE AMOUNT | IRSOFF-UPDATE-AMT |
| Cumulative decrease amount(s) reported to treasury by ED or a guaranty agency for payments and other adjustments to reduce the certified amount. This amount is subtracted from the TOP CURRENT BALANCE. | |
| LAST INCREASE DATE | IRSOFF-INCREASE-DATE |
| Date when last increase amount was reported to Treasury. | |
| INCREASE AMOUNT | IRSOFF-INCREASE-AMT |
| Cumulative increase amount(s) reported to Treasury by ED or a guaranty agency for interest accrual to increase the certified amount. This amount is added to the TOP CURRENT BALANCE. As a result, it is possible that the TOP CURRENT BALANCE may be greater than the TOP ORIGINAL BALANCE. | |

FEDERAL OFFSET

| ENGLISH NAME/DEFINITION | REFERENCE |
|---|-------------------------|
| REPLACEMENT DATE | IRSOFF-REPLACE-DATE |
| Date when last replacement amount was reported to Treasury. | |
| REPLACEMENT AMOUNT | IRSOFF-REPLACE-AMT |
| Last replacement amount reported to Treasury by ED or a guaranty agency to replace the certified amount. This amount is reflected in the TOP CURRENT BALANCE. | |
| REFUND DATE | IRSOFF-EDGA-REFUND-DATE |
| The most recent processing date of a refund made by either ED or GA. | |
| ED/GA REFUND AMOUNT | IRSOFF-REFUND-AMT |
| Total amount (cumulative of all refunds made by either ED or GA. | |
| REVERSAL DATE | IRSOFF-REVERSAL-DATE |
| The effective date of the last Treasury reversal. | |
| TOP REVERSAL AMOUNT | IRSOFF-CLAIM-AMT |
| Total amount (cumulative af all Treasury reversals this year. Display only. | |
| OFFSET DATE | IRSOFF-OFFSET-DATE |
| Effective date of the Federal Offset. Display only. | |
| PROCESS DATE | IRSOFF-POSTING-DATE |
| The date the offset tape was processed. Display only. | |
| ACCOUNT STATUS | I100-NOTE0 |
| Message that describes the current TOP status. Display only. | |
| DEBT INFORMATION | I100-NOTE0 |
| List of certified ED-held debts; it is a combination of selected information from the debt ED, the debt amount, and the debt owner. Display only. | |
| OFFSET/REVERSAL INFORMATION | I100-NOTE0 |
| List of offsets and reversals for GA certified accounts. | |

APPENDIX C: IDD RECORD REPORT

FEDERAL OFFSET

TITLE

Federal Offset Subagency File Maintenance Screen (I110)

PURPOSE

The Federal Offset Subagency File Maintenance Screen is used to view and update subagency address, telephone, GA code, and tape density information for reporting to Treasury.

PROGRAM

GDIRS110

SPECIAL NOTES

None.

FIELDS:

ENGLISH NAME/DEFINITIONREFERENCE

SUBAGENCY CODE

IRSOFF-SUBAGCY-CODE

The two-character alphanumeric subagency code. Codes are assigned by ED and approved by Treasury. Display only.

SUBAGENCY

IRSSUB-SUBAGCY-DESC

The subagency name.

LOCAL CODE

IRSLOC-LOCAL-CODE

The three-character local code of the subagency. Additional local codes are assigned when subagencies have more than one office maintaining multiple address and telephone numbers or to list which collection agency is servicing the account.

ACTION

I110-ACTIONI

Action code. One character

NAME AND ADDRESS

IRSLOC-ADDR-LINE1
IRSLOC-ADDR-LINE2
IRSLOC-ADDR-LINE3
IRSLOC-ADDR-LINE4

Contains the name and address of the subagency. Optional 35-character field when editing or adding data.

TELEPHONE NUMBER

IRS110-COMM0001

Each ten-digit telephone field is followed by a ten-character alphanumeric field for messages.

LOCAL

IRSLOC-LOCAL-INFO

The local telephone number of the GA.

APPENDIX C: IDD RECORD REPORT

| ENGLISH NAME/DEFINITION | REFERENCE |
|---|----------------------|
| IN STATE | IRSLOC-IN-STATE-INFO |
| The telephone number which reaches the GA within its home state. The call may be collect or toll-free. | |
| NATIONWIDE | IRSLOC-NATNL-INFO |
| A telephone number at which the GA can be reached nationwide. The call may be collect or toll-free. | |
| GA CODE | IRSSUB-GA-CODE |
| The Guaranty Agency code (refer to Appendix B). When the subagency is not a GA, this field is "000". Three numbers. | |
| TAPE BPI | IRSSUB-BPI |
| Indicates the density of the tape to be sent to the GA. | |

FEDERAL OFFSET

TITLE

Federal Offset Subsystem Special Assignment Maintenance Screen (I120)

PURPOSE

The Federal Offset Subsystem Special Assignment Maintenance Screen is used to provide the status of accounts requested through the GA Special Assignment process. It also allows update of the REASON ACCEPTED field by users who have authorized access to approve a GA reason for non-assignment of an account.

PROGRAM

GDIRS120

SPECIAL NOTES

None.

FIELDS:

| ENGLISH NAME/DEFINITION | REFERENCE |
|--|----------------------------|
| ACCT | IGAA-ACCT-NBR-KEY |
| The account ID. "S" (social Security Number) followed by nine digits. | |
| OFFSET YEAR | IGAT-OFFSET-YEAR |
| The processing year for which the user wishes to display data on the account. | |
| SUBAGENCY | IGAT-SUBAGCY-CODE |
| The two-character alphabetic code identifying the subagency as a GA. Also referred to as a state agency. | |
| REASON ACCEPTED | I120-CHG-STATUSI |
| Indicates that a GA reason has been approved for non-assignment of an account. | |
| FIRST-NAME | IGAT-FIRST-NAME |
| The first name of the borrower. | |
| LAST-NAME | IGAT-LAST-NAME |
| The last name of the borrower. | |
| ASSIGN-STATUS | IGAT-ASSIGN-STAT |
| The status of the assignment request. | |
| TRAN-APPL-BY-ED | IGAT-IRS-TRANS-APPLD-BY-ED |
| Indicates the type of TOP transaction that ED has received from Treasury on a GA account. | |

APPENDIX C: IDD RECORD REPORT

| ENGLISH NAME/DEFINITION | REFERENCE |
|---|----------------------------|
| TRAN-APPL-BY-GA Indicates the type of TOP transaction that the GA has applied to an account. | IGAT-IRS-TRANS-APPLD-BY-GA |
| NON-ASSGN-RESN Indicates the valid reason that a GA provided for retaining an account. | IGAT-NON-ASSIGN-RSN |
| REVERSAL-AMT Total value (cumulative) of reversals that Treasury sent for this GA account. | IGAT-CLAIM-AMT |
| OFFSET-AMT Total value (cumulative) of offsets that Treasury sent for this GA account. | IGAT-OFFSET-AMT |
| NON-ASGN-DATE The date that the GA reason for non-assignment tape was processed. | IGAT-NON-ASSIGN-REC-DATE |
| 2ND-NON-ASN-DATE The date that a second assignment request was sent to the GA because the GA's non-assignment reason was denied. | IGAT-2ND-NON-ASGN-REC-DATE |
| AUDIT-USER-ID This is the user ID that last updated this screen | IGAT-AUD-USER-ID |
| AUDIT-DATE This is the date that the last update was made to the tracking detail record. | IGAT-AUD-UPDATE-DATE |